

## PART III PROCEDURE

### ARTICLE 11

#### Contents of Requests

1. In all cases requests for assistance shall include:
  - a. the name of the competent authority conducting the investigation or proceedings to which the request relates;
  - b. a description of the nature of the investigation or proceedings, including a summary of the relevant facts and laws;
  - c. the purpose for which the request is made and the nature of the assistance sought;
  - d. the need, if any, for confidentiality and the reasons therefor; and
  - e. any time limit within which compliance with the request is desired.
2. Requests for assistance shall also contain the following information:
  - a. where possible, the identity, nationality and location of the person or persons who are the subject of the investigations or proceedings;
  - b. where necessary, details of any particular procedure or requirement that the Requesting State wishes to be followed and the reasons therefor;
  - c. in the case of requests for the taking of evidence or search and seizure, a statement indicating the basis for belief that evidence may be found in the jurisdiction of the Requested State;
  - d. in the case of requests to take evidence from a person, a statement as to whether sworn or affirmed statements are required, and a description of the subject matter of the evidence or statement sought;
  - e. in the case of lending of evidence, the person or class of persons who will have custody of the evidence, the place to which the evidence is to be removed, any tests to be conducted and the date by which the evidence will be returned; and
  - f. in the case of making detained persons available, the person or class of persons who will have custody during the transfer, the place to which the detained person is to be transferred and the date of that person's return.
3. If the Requested State considers that the information contained in the request is not sufficient to enable the request to be dealt with, that Party may request that additional information be furnished. Pending the receipt of additional information, the Requested State shall take such appropriate provisional measures as are permitted by its law.
4. A request shall be made in writing. In urgent circumstances or where otherwise permitted by the Requested State, a request may be made orally but shall be confirmed in writing promptly thereafter.