

- (a) the competent authority conducting the investigation or proceedings to which the request relates;
 - (b) a description of the nature of the investigation or proceedings, a summary of the relevant facts and a copy or summary of the applicable laws;
 - (c) the reason for the request and the nature of the assistance sought; and
 - (d) an indication of the time limit within which compliance with the request is desired.
- (2) In the following cases, requests for assistance shall include the following information:
- (a) in the case of a request for the taking of evidence or search and seizure, a statement indicating the basis for belief that evidence may be found within the territory of the Requested State;
 - (b) in the case of a request to take evidence from a person, details as to whether sworn or affirmed statements are required, and a description of the subject matter of the evidence or statement sought;
 - (c) in the case of a request for the lending of exhibits, the person who will have custody of the exhibits, the place to which the exhibits are to be removed, any tests to be conducted upon the exhibits and the date by which the exhibits will be returned; and
 - (d) in the case of a request to make detained persons available to the Requesting State, the person who will have custody of the detained person during the transfer, the place to which the detained person is to be transferred and the date of the person's return.

If the information provided for in paragraphs (c) and (d) are not contained in the request, the information shall be provided as soon as possible thereafter .

- (3) If necessary and whenever it is possible, requests for assistance shall also contain the following information:
- (a) the identity, nationality and location of the person or persons who are the subject of the investigation or proceedings;
 - (b) details of any particular procedure that the Requesting State wishes to be followed and the reasons therefor; and
 - (c) the need, if any, for confidentiality and the reasons therefor.
- (4) If the Requested State considers that the information contained in the request is insufficient, it may request that additional details be furnished.
- (5) A request shall be made in writing. In urgent circumstances or where permitted by the Requested State, a request may be made by facsimile but shall promptly be confirmed in writing.

ARTICLE 15

CENTRAL AUTHORITIES

- (1) Pursuant to the present Treaty, all requests and responses shall be transmitted and received by the central authorities, without, however, excluding the transmission through diplomatic channels where the particular circumstances require it.