

PART III PROCEDURE**ARTICLE 12****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 investigation 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;