

- (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, except in cases of a request for service of documents or summons;
  - (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, the identity and location of the person to be served, and the manner in which service is to be made;
  - (c) where necessary, details of any particular procedure or requirement that the Requesting State wishes to be followed and the reasons therefor;
  - (d) in the case of requests for search and seizure, a statement indicating the basis for belief that evidence or proceeds of crime may be found in the jurisdiction of the Requested State and a statement that a judge of the Requesting State could compel production of the items in question if they were located in that State;
  - (e) in the case of requests for the taking of evidence, a statement indicating the basis for belief that evidence may be found in the jurisdiction of the Requested State;
  - (f) 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, including, if necessary, a list of questions to be asked;