PART III - PROCEDURE

ARTICLE 13

Contents of Requests

1.   In all cases requests for legal assistance shall include:

(a)   the competent authority conducting the investigation or proceedings (including criminal prosecutions), to which the request relates;

(b)   a description of the nature of the investigation or proceedings (including criminal prosecutions), including a copy or summary of the relevant facts and laws;

(c)   the purpose for which the request is made and the nature of the legal assistance sought; and

(d)   any time limit within which compliance with the request is desired.

2.   Requests for legal 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 Party 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 Party;

(d)   in the case of requests to take evidence from a person, information as to whether that evidence is required to be sworn, affirmed, or otherwise taken in conformity with the law of the Requested Party, and a description of the subject matter of the evidence or statement sought;

(e)   in the case of lending of exhibits, the person or class of persons who will have custody of the exhibit, the place to which the exhibit is to be removed, any tests to be conducted and the date by which the exhibit will be returned;

(f)   in the case of making persons in custody available, the person or class of persons who will have custody during the transfer, the place to which the person in custody is to be transferred and the date of that person's return;

(g)   the need, if any, for confidentiality and the reasons therefore;

(h)   any other information that might be useful in order to execute the request.