

PART III PROCEDURE

ARTICLE 13

CONTENTS OF REQUESTS

- (1) In all cases requests for assistance shall include:
 - (a) the competent authority conducting the investigation or proceedings to which the request relates;
 - (b) a description of the subject matter and nature of the investigation, prosecution, or proceeding, including the specific criminal offenses which relate to the matter;
 - (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) a description of the way in which evidence and statements are to be taken and recorded, as well as, the technical means by which it will be recorded. As far as possible, a list of questions will be provided;
 - (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 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 State may request that additional details be furnished.
- (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, within ten (10) days.