



Form 16: Application for access to the Record of the Hearing

Instructional Guide

At the conclusion of a matter before the Hearing Panel, an Applicant or Respondent or Interested Party can apply for access to the record of the Hearing.

The Public Procurement and Disposal of Public Property (Challenge Proceedings) Regulations, 2021 stipulate that notice of this request must be given to the other Party. Therefore, this Form must be filed and served on every Party to the Challenge Proceedings. Form 1: Confirmation of Service must be filed after this Form has been served.

Below is a list of the information that must be stated in Form 16.

1. Indicate whether the Applicant or Respondent or Interested Party is submitting this Form;
2. State the full name of the Applicant/ Respondent/ Interested Party;
3. State the address of the Applicant/ Respondent/ Interested Party;
4. State the date, month and year of the Hearing.