



Government of Ghana

Right to Information Manual

**INSTITUTE OF ACCOUNTANCY
TRAINING (IAT)**

2026

Table of Contents

Table of Contents	i
1. Overview	1
2. Directorates and Departments under IAT	2
2.1 Description of Activities of each Directorate and Department	3
2.2 IAT’s Organogram.....	1
2.3 AGENCIES UNDER <Insert name of institution> (Where applicable).....	1
2.4 Classes and Types of information.....	4
3. Processing and Decision on Application – S. 23	6
4. Amendment of Personal Record	7
4.1 How to apply for an Amendment.....	7
5. Fees and Charges for Access to Information	8
6. Appendix A: Standard RTI Request Form	9
7. Appendix B: Contact Details of IAT’s Information Unit	12
8. Appendix C: Acronyms	13
9. Appendix D: Glossary	14

1. Overview

This Right to Information (RTI) Manual is pursuant to the provisions of the recently passed Act, (Act 989) by Parliament and assented to by the President, Nana Addo Dankwa Akuffo-Addo. The Act gives substance to the constitutional right to information provided under Article 21 (1) (f) of the Constitution, enabling citizens access to official information held by government institutions, and the qualifications and conditions under which the access may be obtained. In accordance with Section 80, the Act applies to information which came into existence before, or which will come into existence after the commencement of the Act.

1.1 Purpose of Manual – To inform/assist the public on the organizational structure, responsibilities and activities of the [Institute of Accountancy Training \(IAT\)](#) and provide the types of information and classes of information available at [IAT](#), including the location and contact details of its information officers and units.

2. Directorates and Departments under Institute of Accountancy Training (IAT)

This section describes the institution's vision and mission and lists the names of all Directorates and Departments under the institution, including the description of organizational structure, responsibilities, details of activities and classes and types of information accessible at a fee.

VISION

To be an authoritative, leading, international-class training institute providing quality training service in public financial management for the general market with public sector specialism, to promote efficiency, effectiveness, integrity and accountability.

MISSION

The Institute exist as a dedicated provider of Public Financial Management (PFM) training in education for the civil and public services and the general market and also to provide cost effective financial management in Ghana, using professionals, academics and practitioners to provide business- like and competent financial management solutions.

Directorates and Departments under Institute of Accountancy Training (IAT)

1. Administration
2. Academic and Students Affairs
3. Finance and Accounts

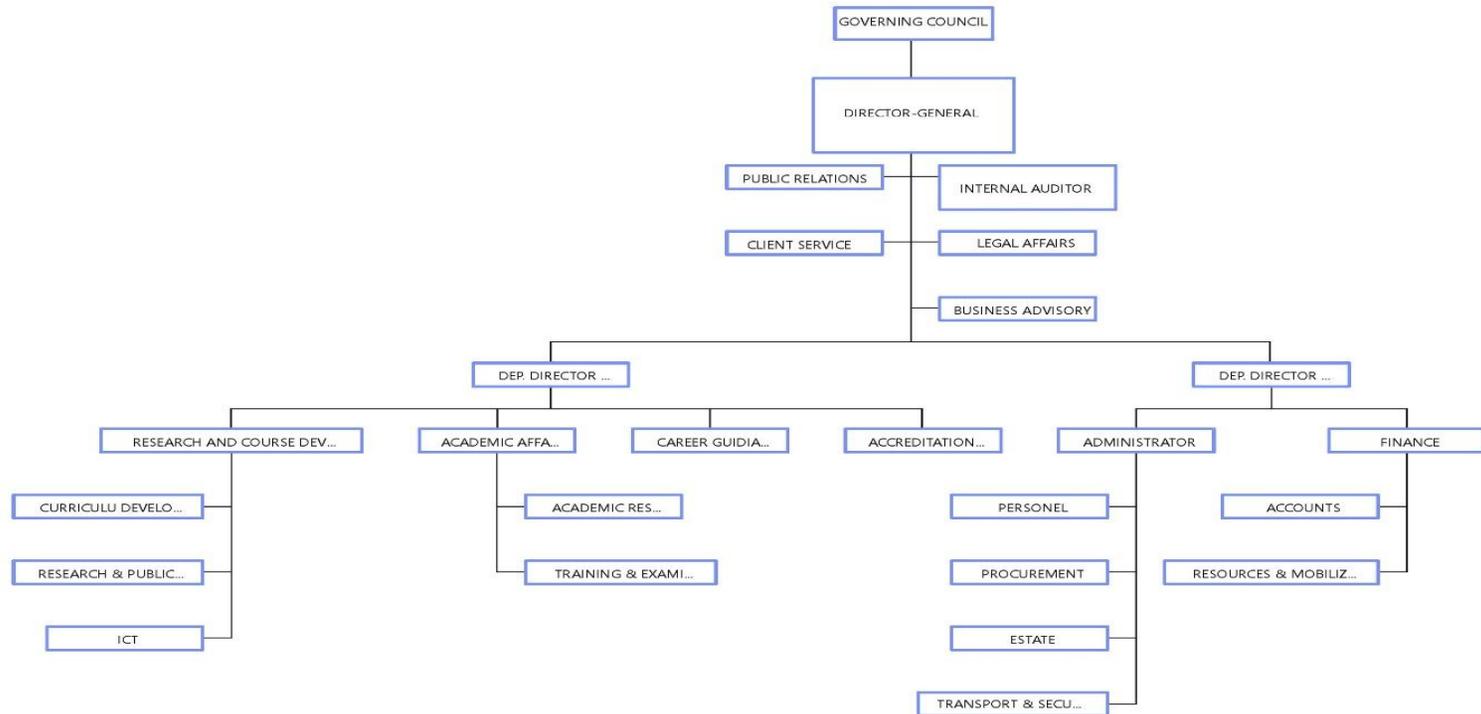
Responsibilities of the Institution:

To train students, middle and senior level accountants, auditors and administrators especially in the public sector in order to maintain administrative and financial vitality and integrity in the civil and public sectors for economic development.

2.1 Description of Activities of each Directorate and Department

Directorate/Department	Responsibilities/Activities
Administration	In charge of day to day administrative activities.
Academic and Students Affairs	In charge of academic, students affairs and lecturer records.
Finance and Accounts	In charge of day to day financial and accounting activities.

2.2 INSTITUTE OF ACCOUNTANCY TRAINING'S ORGANOGRAM



2.3 AGENCIES UNDER <NOT APPLICABLE> (Where applicable)

Agencies under <NOT APPLICABLE> (example NHI)
1. 2. 3. 4. 5. 6. 7.

<insert name of first Agency listed at 2.3> (e.g NHI)	
Responsibilities of the Agency:	Details of Activities:

<insert name of second Agency listed at 2.3>	
Responsibilities of the Agency:	Details of Activities:
Responsibilities of the Agency:	Details of Activities:
	<click here and press enter for more space>

<insert name of fourth Agency listed at 2.3> (e.g NHI)	
Responsibilities of the Agency:	Details of Activities:

<insert name of fifth Agency listed at 2.3> (e.g NHI)	
Responsibilities of the Agency:	Details of Activities:

<insert name of sixth Agency listed at 2.3> (e.g NHI)	
Responsibilities of the Agency:	Details of Activities:

<insert name of seventh Agency listed at 2.3> (e.g NHI)	
Responsibilities of the Agency:	Details of Activities:

<insert name of eight Agency listed at 2.3> (e.g NHI)	
Responsibilities of the Agency:	Details of Activities:

<insert name of Ninth Agency listed at 2.3> (e.g NHI)	
Responsibilities of the Agency:	Details of Activities:
	<click here and press enter for more space>

<insert name of tenth Agency listed at 2.3> (e.g NHI)	
Responsibilities of the Agency:	Details of Activities:

[<To add more agencies, copy and paste the table>](#)

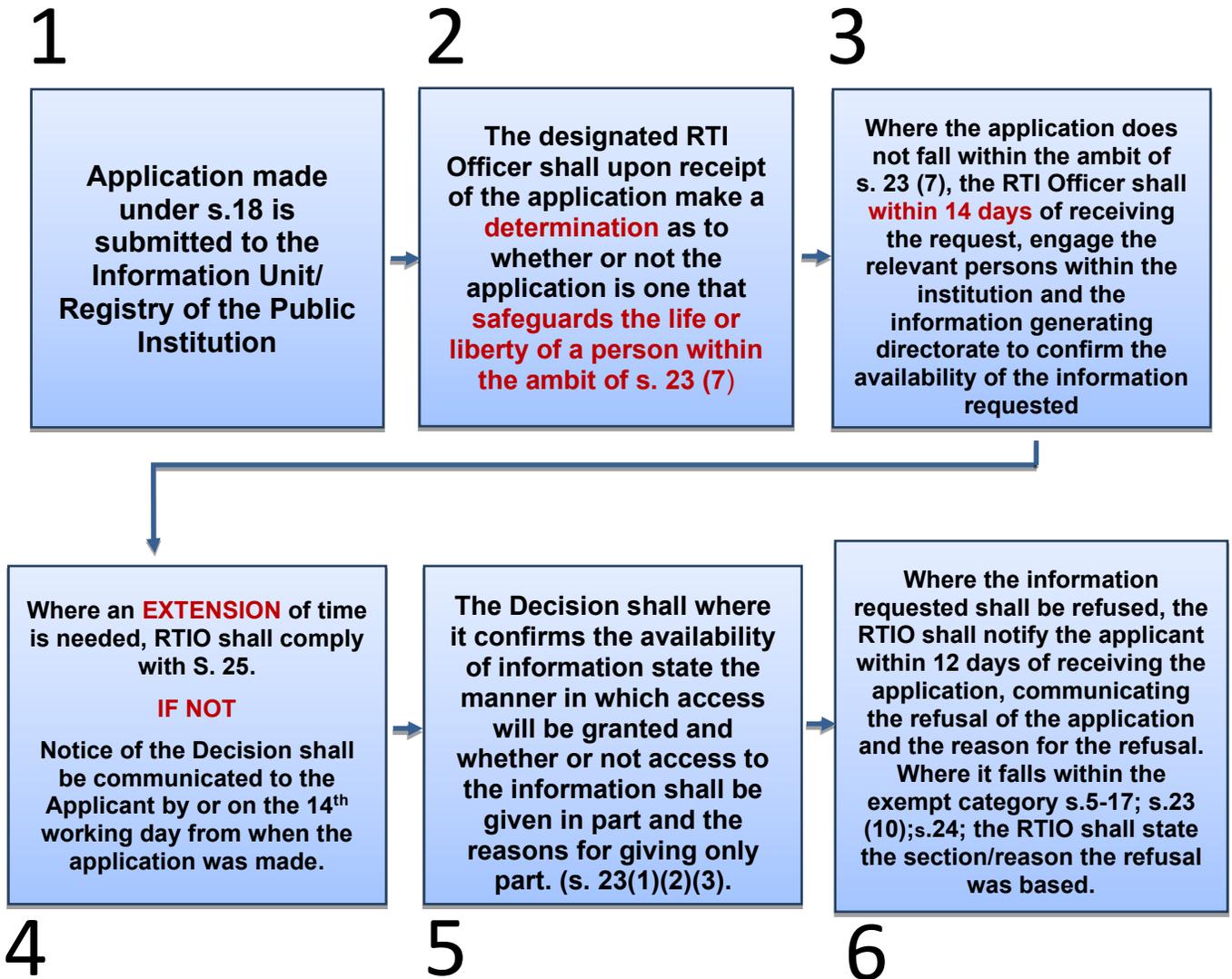
2.4 Classes and Types of information

List of various classes of information in the custody of the institution:

1. Past students' records
2. Current students' records

Types of Information Accessible at a fee:

3. Processing and Decision on Application – S. 23



4. Amendment of Personal Record

A person given access to information contained in records of a public institution may apply for an amendment of the information if the information represents the personal records of that person and in the person's opinion, the information is incorrect, misleading, incomplete or out of date.

4.1 How to apply for an Amendment

- a. The application should be in writing indicating;
 - Name and proof of identity.
 - Particulars that will enable the records of the public institution identify the applicant
 - The incorrect, misleading, incomplete or the out of date information in the record.
 - Signature of the applicant
- b. For incomplete information claimed or out of date records, the application should be accompanied with the relevant information which the applicant considers necessary to complete the records.
- c. The address to which a notice shall be sent should be indicated.
- d. The application can then be submitted at the office of the public institution

5. Fees and Charges for Access to Information

The Act mandates Parliament in Section 75 to approve a fee that public institutions can charge. However, fees shall apply to only the three circumstances stated below:

- Request for information in a language other than the language in which the information is held. (s.75) (3).
- When request is made for a written transcript of the information, a reasonable transcription cost may be requested by the Information Officer. (s.75) (4).
- Cost of media conversion or reformatting. (s.75) (5).

Under Section 75 (2), fees are not payable for:

- reproduction of personal information
- information in the public interest
- information that should be provided within stipulated time under the Act
- an applicant who is poor or has a disability
- time spent by the information officer in reviewing the information
- time spent by the information officer to examine and ensure the information is not exempt
- preparing the information

Section 76 subjects the retention of charges received by a public institution to the Constitution. Thus a public institution is authorized to retain charges received under the Act to be used only to defray expenses incurred by the public institution in the performance of functions under the Act and be paid into a bank account opened for the purpose with the approval of the Controller and Accountant-General.

6. Appendix A: Standard RTI Request Form

[Reference No.:]

APPLICATION FOR ACCESS TO INFORMATION UNDER THE RIGHT TO INFORMATION ACT, 2019 (ACT 989)



1.	Name of Applicant:			
2.	Date:			
3.	Public Institution:			
4.	Date of Birth:	DD	MM	YYYY
5.	Type of Applicant:	Individual <input type="checkbox"/>	Organization/Institution	<input type="checkbox"/>
6.	TIN Number			
7.	If Represented, Name of Representative:			
7 (a).	Capacity of Representative:			
8.	Type of Identification:	<input type="checkbox"/> National ID Card	<input type="checkbox"/> Passport	<input type="checkbox"/> Voter's ID
		<input type="checkbox"/> Driver's License		
8 (a).	Id. No.:			
9.	Description of the Information being sought (specify the type and class of information including cover dates. Kindly fill multiple applications for multiple requests):			

<p>10.</p>	<p>Manner of Access:</p>	<p><input type="checkbox"/> Inspection of Information</p> <p><input type="checkbox"/> Copy of Information</p> <p><input type="checkbox"/> Viewing / Listen</p> <p><input type="checkbox"/> Written Transcript</p> <p><input type="checkbox"/> Translated (specify language) <input style="width: 150px; height: 20px;" type="text"/></p>
<p>10 (a).</p>	<p>Form of Access:</p>	<p><input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Braille</p>
<p>11.</p>	<p>Contact Details:</p>	<p><input type="checkbox"/> Email Address _____</p> <p><input type="checkbox"/> Postal Address _____</p> <p><input type="checkbox"/> Tel: _____</p>
<p>12.</p>	<p>Applicant's signature/thumbprint:</p>	
<p>13.</p>	<p>Signature of Witness (where applicable)</p> <p><i>“This request was read to the applicant in the language the applicant understands and the applicant appeared to have understood the content of the request.”</i></p>	

7. Appendix B: Contact Details of IAT's Information Unit

Name of Information/Designated Officer:

Ernest Obiri Gyan

Telephone/Mobile number of Information Unit:

0303964206/ 0205849897

Postal Address of the Institution:

P. O. Box M 228, Accra. GPS Address: GD-054-7302, Adenta Housing Down

8. Appendix C: Acronyms

Instructions: Provide a list of acronyms and associated literal translations used within the manual. List the acronyms in alphabetical order using the table below.

Table 1 Acronyms

Acronym	Literal Translation
<i>RTI</i>	<i>Right to Information</i>
<i>MDA</i>	<i>Ministries, Departments and Agencies</i>
<i>s.</i>	<i>section</i>
<i>MMDAs</i>	<i>Metropolitan, Municipal and District Assemblies</i>
<i>IAT</i>	<i>Institute of Accountancy Training</i>

9. Appendix D: Glossary

This Glossary presents clear and concise definitions for terms used in this manual that may be unfamiliar to readers listed in alphabetical order. Definitions for terms are based on section 84 of the RTI Act.

Table 2 Glossary

Term	Definition
Access	<i>Right to Information</i>
Access to information	<i>Right to obtain information from public institutions</i>
Contact details	<i>Information by which an applicant and an information officer may be contacted</i>
Court	<i>A court of competent jurisdiction</i>
Designated officer	<i>An officer designated for the purposes of the Act who perform similar role as the information officer</i>
Exempt information	<i>Information which falls within any of the exemptions specified in sections 5 to 16 of the Act</i>
Function	<i>Powers and duties</i>
Government	<i>Any authority by which the executive authority of the Republic of Ghana is duly exercised</i>
Information	<i>Information according to the Act includes recorded matter or material regardless of form or medium in the possession or under the control or custody of a public institution whether or not it was created by the public institution, and in the case of a private body, relates to the performance of a public function.</i>
Information officer	<i>The information officer of a public institution or the officer designated to whom an application is made</i>
Public	<i>Used throughout this document to refer to a person who requires and/or has acquired access to information.</i>
Public institution	<i>Includes a private institution or organization that receives public resources or provides a public function</i>
Right to information	<i>The right assigned to access information</i>
Section	<i>Different parts of the RTI Act</i>