# Request for Additional Submission after Deadline

In this form, “Commissioner” means the Commissioner or the Commissioner’s delegated Adjudicator.

A party at inquiry may request to provide an additional submission or rebuttal submission after the deadline for their submission has passed. This form is to be completed by the party(ies) who is requesting to provide an additional submission after the deadline.

**Note:** A party providing additional information at the request of the Commissioner is not required to complete this form. It is only to be completed if the party is making the request on their own.

Background Information

|  |  |
| --- | --- |
| OIPC File Number |  |

|  |  |
| --- | --- |
| Date of Request |  |

|  |  |
| --- | --- |
| Name of Party Making the Request |  |

|  |  |
| --- | --- |
| Requesting Party’s File Number (if applicable) |  |

|  |  |
| --- | --- |
| Other Parties Named in the Notice of Inquiry |  |

Agreement with Other Party(ies) in the Notice of Inquiry

|  |  |  |
| --- | --- | --- |
| Has the requesting party obatined a prior agreement or consent to provide an additional submission after the deadline from the other party(ies) in the Notice of Inquiry? The “Consent to Additional Submission after Deadline” form is used to seek agreement from the other party(ies). | Yes | No |

**If yes**, provide or attach the completed “Consent to Additional Submission after Deadline” form.

|  |  |  |
| --- | --- | --- |
| **If no,** has the requesting party provided a copy of this request and of the “Consent to Additional Submission after Deadline” form to the other party(ies) named in the Notice of Inquiry? | Yes | No |

Note: The Commissioner may decide not to consider the request if the requesting party has not provided a copy of “Consent to Additional Submission after Deadline” form to the other party(ies) named in the Notice of Inquiry.

Request to Provide Additional Submission after Deadline

Why were you unable to provide the additional information in your submission or rebuttal submission? (The box will expand as you type.)

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How is the information you are wanting to provide in your additional submission relevant to the inquiry and how could it affect the outcome? Please be as specific as possible. (The box will expand as you type.)

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| --- | --- |
| By what date (or within what period time) are you requesting to provide the additional submission? |  |

Confirmation of Sending the Completed Form to Other Party(ies)

Please check the following box to confirm that a copy of this completed form has been or will be sent to the other party(ies) named in the Notice of Inquiry.

Yes

Submitting to the OIPC

Choose one of the following three ways to submit this form:

* **Email:** Send this completed form along with the attachments to [Registrar@oipc.ab.ca](mailto:Registrar@oipc.ab.ca).
* **Mail:** Send this completed form along with the attachments by mail to:

**Edmonton Office**Office of the Information and Privacy Commissioner  
Suite 410, 9925 109 Street NW  
Edmonton, AB T5K 2J8

* **Fax:** Send this completed form along with the attachments to (780) 422-5682.

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