

List of information needed to prepare an MLA request

- Please delete the instructions and provide the information in the second column
- Please fill out a different form for each country you want to make a request to
- If there is a lot of information because of the type of matter you have, please feel free to use the details in the left column as headings and turn your document into a letter or a memo

Country	
Has a request been made in this matter before	If yes, please provide details
The background to the investigation/prosecution	
The Offences suspected or alleged to have been committed (including names of alleged offenders):	
Personal particulars for each alleged offender (to the extent known): <ul style="list-style-type: none"> • Full Name (and aliases) • Date of Birth • Nationality • Passport No. • Current Location 	
Short Summary about the current status of the investigation / prosecution and details of any charges	
The assistance sought	Please provide details of the assistance sought and its relevance to the investigation/prosecution/ asset recovery action
Travelling officers or Investigators:	Please advise if the requesting agency consider that officers/ investigators will need to travel to the requested country
Procedural requirements:	Please provide details of procedures to be followed to ensure that material obtained in response to the request can be used as evidence in court proceedings

<p>Identity (and contact details) of Officer from Brunei Darussalam who can be a contact officer if foreign investigators want to discuss the case</p>	<p>Please include all contact details, including postal address, fax, mobile telephone and email</p>
<p>Previous Contacts:</p>	<p>If there has been prior contact with the authorities of the requested country (often at investigator to investigator level) and if there is no sensitivity about the prior contacts, details should be included in the request, including the name, location and contact number of the person dealt with in the requested country</p>
<p>Supplementary requests:</p>	<p>Please note if you think there might be further requests in the future to the country you are seeking assistance from.</p>
<p>Time limits:</p>	<p>The request should note any reasons for urgency. Please include any court dates.</p>
<p>Confidentiality:</p>	<p>The request should note if there are any reasons why the request should be treated as confidential</p>

OFFENCE PROVISIONS

Please insert the offence provisions and penalties relevant to your matter.