MIIF RIGHT TO INFORMATION (RTI) MANUAL 2026

Pursuant to the Right to Information Act, 2019 (Act 989)

Foreword

The Minerals Income Investment Fund (MIIF) is committed to the principles of transparency, accountability, and responsible stewardship in the management of Ghana's mineral wealth for the benefit of present and future generations.

As a public institution established under the Minerals Income Investment Fund Act, 2018 (Act 978), MIIF recognizes the importance of ensuring that citizens, stakeholders, and the general public have access to information held by the Fund, in accordance with the Right to Information Act, 2019 (Act 989).

This Information Manual has been developed to facilitate access to information held by MIIF and to assist members of the public in understanding the categories of information available, the procedures for requesting information, and the applicable processes under the Right to Information Act. The Manual also serves as a practical guide for promoting openness and enhancing public participation in matters relating to the Fund's operations and activities.

MIIF remains dedicated to fostering public trust through effective governance, transparency, and compliance with all applicable laws and regulatory requirements. We encourage all stakeholders to make use of this Manual in exercising their right to access information and engaging constructively with the Fund.

We are confident that this Manual will contribute to strengthening accountability and promoting a culture of openness in the discharge of our mandate.

Justina Nelson

Chief Executive Officer

Minerals Income Investment Fund (MIIF)

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1.0 Overview

Minerals Income Investment Fund's (MIIF) Right to Information (RTI) Manual is pursuant to the provisions of the Right to Information Act, 2019 (Act 989), passed by Parliament of Ghana and assented to by the President. 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 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

The purpose of this manual is to inform and assist the public on the organisational structure, responsibilities, and activities of Minerals Income Investment Fund (MIIF) (The Fund"), and to provide details of the types and classes of information available at MIIF, including the location and contact details of its Information Officer and internal departments.

2.0 Departments under MIIF

This section describes the Fund's vision and mission and lists the names of all Departments and Units under the institution, including the description of organisational structure, responsibilities, details of activities, and classes and types of information accessible.

VISION

"To build a world class minerals investment Fund"

MISSION

"To transform the Ghanaian economy through investment of minerals income in a transparent, sustainable, and responsible manner for the benefit of stakeholders"

Departments Under Minerals Income Investment Fund (MIIF)

Investment Department	Finance Department	Technical & Operations Department
Compliance, ESG & PIME Department	Risk Management Department	Internal Audit Department
Procurement Department	Human Resource & Administration Department	Corporate Affairs & External Relations (CAER) Department
Legal Department	Information Technology (I.T) Department	

Responsibilities of MIIF

The Minerals Income Investment Fund (MIIF) was established by the Minerals Income Investment Fund Act, 2018, as amended to receive mineral royalties and other income related due the Republic from licensed mining companies and to provide for the management and investment of the assets of the Fund and related matters.

Fund Objectives

1. Maximize the value of the income due to the Republic from the mineral wealth of the country for the benefit of its citizens.

2. Monetise the minerals income accruing to the Republic in a beneficial, transparent, sustainable and responsible manner.

3. Develop and implement measures to reduce the budgetary exposure of the Republic to minerals income fluctuations.

2.1 Description of Activities of Each Department and Unit

The table below provides a detailed description of the key responsibilities and activities carried out by each Department and Units within the Fund. These responsibilities are aligned with MIIF's statutory mandate under the Minerals Income Investment Fund Act, 2018, (ACT 978) as amended and relevant public sector governance frameworks.

Departments/Unit	Responsibilities / Activities
Investment Department	• Contribute to the development of the Fund's overall investment policy and asset allocation guidelines. • Execute the Fund's investment budget as approved by the Board with the supervision of Senior Management. • Ensure investments are aligned with the country's economic development and fiscal sustainability goals. • Translate high-level objectives into actionable plans, benchmarks and risk tolerance frameworks. • Oversee the construction, diversification and overall performance of multi-asset equities, fixed income and alternative investment portfolios. • Supervise the performance of companies where MIIF has investments and engage in value creation activities when necessary. • Maintain optimal alignment of risk-return profiles of various investments while ensuring optimal asset allocation across various asset classes, sectors and securities. • Monitor the performance of MIIF's investment portfolio and initiate corrective action where required. • Prepare reports detailing the performance of MIIF's investment to Management and other stakeholders. • Liaise with the Technical & Operations Department and external parties to identify and evaluate investment opportunities. • Oversee due diligence, negotiation and execution of investment transactions. • Build and maintain relationships with global Fund managers and institutional partners. • Ensure investment recommendations follow internal policies, regulatory requirements and international standards.

Investment Department	• Provide briefings to the Executive Committee, Board, Parliament, Ministry of Finance and other public oversight bodies. • Lead ongoing monitoring of investee companies and existing investments to ensure adherence to obligations and pre-investment standards. • Lead implementation of investment systems and data platforms for analytics, risk monitoring and reporting. • Undertake analysis of the economy, local and international markets, providing regular updates and investment reports to Management and other stakeholders. • Champion digital transformation, ESG integration and innovation in investment operations.
Finance Department	• Manages all financial resources of MIIF including budget preparation, financial planning, revenue collection and expenditure control in compliance with the Public Financial Management Act, 2016 (Act 921). • Prepares and presents accurate and timely financial statements, management accounts and annual reports for Management, the Board and external stakeholders. • Processes all payments, salaries, supplier invoices, scholarship disbursements, project expenditures and operational costs in accordance with approved procedures and financial controls. • Maintains the integrity of the general ledger and chart of accounts, ensuring all financial transactions are correctly classified and recorded. • Manages MIIF's banking relationships, cash flow and investment of surplus in accordance with approved treasury policies • Liaises with the Internal Audit Department, external auditors and the Auditor General's Department to facilitate financial audits and ensure findings are addressed promptly. • Prepares and submits statutory financial returns to the Controller and Accountant General's Department, Ministry of Finance, SIGA and other regulatory bodies. • Ensures compliance with all tax obligations, including withholding tax deductions and remittances to the Ghana Revenue Authority. • Maintains fixed asset registers and oversees the proper recording and depreciation of MIIF's assets.

Finance Department	• Provides financial analysis and advisory support to Management on resource allocations decisions and fund utilization.

Strategy & Revenue Generation Unit	• Design and implement revenue assurance systems and frameworks to optimize royalty collections. • Monitor royalty payments, conduct reconciliations, spot checks, audits, and resolve revenue discrepancies with relevant institutions. • Develop forecasting models, scenario analyses and revenue performance reports to support strategic planning and sustainability. • Monitors regulatory and fiscal policy developments impacting royalty inflows and assesses associated risks. • Strengthen compliance monitoring and ensures adherence to Ghana's mining, fiscal and regulatory frameworks. • Advice on policy reforms and initiatives aimed at improving royalty administration and revenue mobilization mechanisms. • Serve as the primary liaison between MIIF and government institutions on royalty and revenue related matters. • Build and maintain relationships with regulators, ministries, mining companies and industry stakeholders. • Represent MIIF in policy engagements, inter-agency meetings, revenue assurance discussions. • Prepare management and stakeholder reports on royalty performance, risks and revenue trends. • Identify and secure grand funding opportunities from donor agencies, DFIs, development partners and international organizations. • Develop and implement grant mobilization strategies to diversify MIIF's funding sources. • Ensure compliance with donor requirements, reporting obligations and applicable regulatory standards. • Identify and develop commercially viable projects across the mining value chain. • Conduct market and commodity analysis to support investment decision making and strategic planning. • Design innovative financing and investment models including Public-Private Partnerships (PPPs), Joint Ventures (JVs) and blended finance structures.

Strategy & Revenue Generation Unit	• Explore innovative funding mechanisms including ESG-lined financing and carbon credit monetization. • Monitor and evaluate the performance of commercial initiatives against strategic targets. • Collaborate with internal teams to ensure integration of donor funded initiatives into MIIF's broader strategic and revenue objectives.

Technical Services Unit	• Conduct preliminary technical screening of prospective projects to assess strategic fit and viability. • Review available geological, engineering and operational information to identify key risks and opportunities and development pathway. • Provide early-stage technical recommendations (go/no-go or conditional progression). • Prepare concise screening reports to support internal pipeline development and investment prioritization. • Lead and project-manage the end-to-end Technical Due Diligence (TDD) process for shortlisted investments. • Appoint, coordinate, and manage independent technical consultants/advisors responsible for executing detailed due diligence. • Define and oversee: Scope of work, Deliverables and reporting formats, and Timelines and milestones. • Work closely with consultants to ensure alignment with Fund objectives and technical standards, and full coverage of key areas (geology, mining, processing, infrastructure, ESG). • Review, validate and challenge consultant outputs. • Consolidate findings into clear, decision-ready technical inputs. • Provide independent assurance that the due diligence process is rigorous, objective and aligned with best practices. • Provide technical input into investment structuring and financing strategies. • Support development of innovative project delivery models. • Align technical design with financing constraints, risk allocation frameworks and investor requirements. • Assess alternative development scenarios to optimize project bankability and returns.

Technical Services Unit	• Provide technical oversight across the entire project lifecycle; from Concept to Study phase, Development and Operations. • Monitor project performance against approved technical plans, budgets and timelines. • Ensure adherence to industry standards, engineering best practices and regulatory requirements. • Engage with key technical stakeholders including project sponsors and developers, EPCM contractors and technical consultants and regulators and industry bodies. • Identify and categorize risks across; Geology and resource uncertainty, mining and processing, infrastructure and logistics, and project execution and delivery. • Integrate technical risks into overall investment risk frameworks and provide periodic updates in risk exposure and key risk movements. • Contribute technical inputs to; Royalty reconciliation reports, Investment Committee papers, strategic decision-making and portfolio management.

Research, Market Intelligence and Innovation Unit	• Collect, analyze and interpret data to produce reports that support strategic decision-making. • Identify and evaluate innovative technologies that enhance investment opportunities, while fostering partnerships with innovation hubs, universities and technical institutions to promote collaborative research and the adoption of innovations. • Build and manage MIIF's knowledge repository for research reports, data and policy briefs. • Lead periodic briefings and workshops to share insights with internal and external stakeholders. • Represent MIIF at industry forums, conferences and innovation platforms to strengthen institutional visibility and engagement. • Develop partnership with Think Tanks, international organizations and sector regulators for research initiatives. • Provide timely analytics and advisory input for investment appraisals and policy recommendations. • Develop research papers, policy briefs and educational content for seminars and workshops, while organizing

Research, Market Intelligence and Innovation Unit	paid training sessions and capacity-building programs for mining entities and external stakeholders. • Monitor global and local market conditions to generate market intelligence that helps MIIF and its stakeholders anticipate opportunities, mitigate risks and enhance competitiveness in the mining industry. • Perform quantitative and qualitative analysis to support research reports and investment appraisals. • Draft research briefs, policy notes and market analysis reports for internal and external stakeholders. • Support the development of economic and financial models for commodity trends and project viability studies. • Maintain organized datasets, research archives and reference materials for internal use. • Ensure accuracy, clarity an timeliness of research outputs.
Compliance Department	• The Compliance office is the Fund's designated office for Right to Information. • Application, processes and any other feedback on application for access to information is coordinated and executed by the Compliance Office. • Develops, implements and monitors MIIF's compliance framework, policies, procedures and controls to ensure adherence to applicable laws, regulations, regulatory directives and internal governance requirements. • Maintains registers of applicable laws, regulations, licenses, certifications, related parties, conflicts of interest, compliance breaches and other compliance obligations, and monitors compliance with regulatory requirements across the Fund • Conducts compliance reviews, monitoring activities and assessments to identify regulatory, governance and operational compliance risks, and follows up on corrective and preventive actions to address identified gaps and breaches. • Monitors investment transactions, investee firms and Fund activities to ensure compliance with approved mandates, investment guidelines, contractual obligations and regulatory requirements. • Performs anti-money laundering, counter-terrorism financing, know-your-customer (KYC), sanctions screening and counterparty due diligence reviews on prospective and existing investees, counterparties, vendors and other stakeholders. • Coordinates compliance due diligence on proposed investments and provides compliance assessments,

Compliance Department	recommendations and no-objection opinions for management consideration. • Administers the Fund's conflict of interest management framework, including the collection, review and monitoring of disclosures from staff, management, Board members, committees and other stakeholders. • Oversees anti-bribery and corruption compliance processes, including integrity assessments, declarations and attestations relating to procurement, vendor engagements and other Fund activities. • Coordinates regulatory reporting obligations and maintains compliance reporting calendars to ensure timely submission of reports by respective departments and units. • Monitors, tracks and reports on internal and external audit findings, regulatory observations and compliance infractions, and follows up on the implementation of agreed corrective actions. • Coordinates compliance awareness programmes, training initiatives and staff sensitisation activities to promote a culture of compliance and ethical conduct throughout the Fund. • Prepares and submits periodic compliance reports, governance assessments and compliance status updates to Management, Board Committees and other relevant stakeholders. • Oversees compliance with applicable data protection and privacy laws, policies and standards, and monitors the Fund's collection, processing, storage, sharing, retention and disposal of personal data.

Risk Management Department	• Together with the risk committee of the Board, develop risk management program, provide advice and guidance including the development of standard templates and tools to assist MIIF in managing risk. • Develop and conduct training on the principles of risk management, risk assessment and on how to implement risk management effectively. • Assist Departments and Special Units to conduct risk assessments on new ventures and activities as well as projects risk assessments/support. • Maintain MIIF's Strategic Register. • Develop, enhance and implement appropriate risk management policies, procedures and systems. • Co-ordinate and monitor the implementation of risk management initiatives within MIIF. • Work with risk owners to ensure that the risk management processes are implemented in accordance with the agreed Risk Management Framework and strategy. • Collate and review all risk registers for consistency and completeness. • Provide advice and tools to Staff, the Executive and Board on Risk Management issues within MIIF, including facilitating workshops on risk management. • Promote understanding of and support for risk management. • Oversee and update organisation-wide risk profiles, with input from risk owners. • Ensure that relevant risk information is reported and escalated or cascaded as the case may be, in a timely manner that supports MIIF's requirements. • Attending Risk Committee meetings, where risk management issues are discussed. • Attend BRC meetings to discuss risk issues and assist in risk-related engagements of MIIF subsidiaries.

Internal Audit Department	• Provides independent, objective assurance and advisory services designed to add value and improve MIIF's operations in line with the Internal Audit Agency Act, 2003 (Act 658). • Prepares and implements a risk-based Annual Internal Audit Plan covering all Departments, Units, and Projects. • Conducts financial audits, operational audits, compliance audits, and performance audits to evaluate the adequacy and effectiveness of the Fund's internal controls. • Reviews and evaluates the reliability and integrity of financial and operational information reported by Management and Departments. • Audits all payments, disbursements, and expenditures; contractor payments, and operational cost for accuracy, authority, and compliance. • Reviews procurement processes and contract management practices to ensure value for money and compliance with the Public Procurement Act. • Prepares and submits audit reports to Management and the Audit Committee of the Board, with clear findings, risk ratings, and recommendations. • Follows up on the implementation of audit recommendations and reports progress to Management and the Audit Committee. • Coordinates with the Auditor-General's Department and other external oversight bodies during external audits of MIIF. • Promotes a culture of accountability, transparency, and ethical conduct across MIIF through training, advisory services and awareness programmes.
Procurement Department	• Plans and manages all procurement activities of MIIF in strict compliance with the Public Procurement Act, 2003 (Act 663) as amended, and the Public Procurement Authority's guidelines. • Prepares MIIF's Annual Procurement Plan in collaboration with all Departments and Units, aligning it with the approved budget and operational needs. • Coordinates the activities of MIIF's Entity Tender Committee (ETC) and ensures proper documentation of all procurement decisions, approvals, and records. • Manages competitive tendering processes from preparation of bid documents, advertisement, receipt of bids, evaluation, and award, to ensure value for money and transparency.

Procurement Department	• Maintains a supplier/vendor database and ensures all contractors, consultants, and suppliers meet the required qualification and registration criteria. • Processes purchase orders, supply contracts, and works contracts in collaboration with the Legal Department, Finance Department and requesting Departments. • Conducts procurement audits, reviews contract performance, and ensures contractors comply with agreed terms and specifications. • Submits all required procurement reports to the Public Procurement Authority and responds to procurement-related queries from oversight bodies. • Liaises with the Corporate Affairs & External Relation Department and ESG Unit on procurement of works and services for MIIF-funded projects. • Advises Management on procurement risks, market conditions, and best value procurement strategies.
Human Resource & Administration (HRA) Department	• Facilitate staff performance appraisals and works with Heads of Department and Senior Management to address performance gaps. • Manages employee relations including liaison with trade unions and staff associations. • Oversees the implementation, monitoring and evaluation of programmes and activities of the department. • Oversees the efficient and effective management of human resources of the Fund. • Manage logistics for official meetings, events and related hospitality functions. • Oversees space management and allocation of offices, meeting rooms and facilities to departments and visiting delegations. • Coordinate facility management services, cleaning, maintenance, repairs and renovation of office space to ensure a safe and conducive working environment. • Manages MIIF's stores function, maintaining stock records, conducting periodic stock counts and reconciling variances. • Liaises with facility service contractors and utilities providers to ensure uninterrupted services. • Manages MIIF's fleet of official vehicles, ensuring all vehicles are roadworthy, properly documented, insured

Human Resource & Administration (HRA) Department	and maintained in accordance with MIIF's Transport and Vehicle Policy • Coordinates the scheduling, allocation and dispatch of official vehicles for staff assignment, project site visits, official travel and other corporate functions. • Maintains accurate transport records, vehicle logbooks, fuel consumption records, mileage logs, and trip reports to ensure accountability and cost efficiency. • Maintains a database of all MIIF's vehicles, including registration details, service history, insurance status and roadworthiness certificates. • Ensures compliance with government directives on the use of official vehicles including restrictions on private use.
Corporate Affairs & External Relations (CAER) Department	• Serves as the primary point of contact between MIIF and the public, handling all enquiries, complaints and feedback from public, beneficiaries, contractors and other stakeholders. • Manages MIIF's public communications strategy, including media relations, press releases, social media and digital communications to promote the Fund's mandate. • Maintains and manages MIIF's website, publications, newsletters and information materials to ensure accurate and current public information. • Organises and coordinates the Fund's public events, stakeholder engagements, press conferences, exhibitions and official functions. • Organises and coordinates the Fund's Corporate Social Responsibility projects. • Manages MIIF's brand identity and corporate image, ensuring consistent and professional representation across all communication channels. • Prepares talking points, speeches, briefing notes and communication materials for Management.

Legal Department	• Provides legal opinion and advice to Management, the Board, and all Departments/Units on matters arising from the day-to-day operations of the Fund. • Drafts, reviews, and negotiates all contracts, agreements, Memoranda of Understanding (MoUs), and legal instruments entered into by the Fund with third parties. • Manages all litigation involving the Fund, including briefing external solicitors, monitoring court proceedings, and advising on legal risks and outcomes. • Conducts due diligence where applicable. • Ensures through reviews, the Fund's compliance with applicable laws including but not limited to the MIIF Act, 2018 (Act 978) as amended, the Public Financial Management Act, 2016 (Act 921) as amended, the RTI Act, 2019 (Act 989), and the Public Procurement Act, 2003 (Act 663) as amended. • Reviews and ensures the legal validity of all policies, regulations, and administrative decisions made by the Fund. • Manages the custody and proper filing of all executed contracts, agreements, and other legal documents. • Advises the Procurement Unit on the legal requirements for procurement processes and contract awards. • Advice on matters relating to intellectual property, data protection, and the right to information as they affect the Fund. • Monitors legislative and regulatory developments that may affect the operations of MIIF and advise Management accordingly.
Information Technology (IT) Department	• Manages and maintains all MIIF's IT infrastructure, including hardware, software, network systems, servers, and communication technologies to ensure continuous and secure operations. • Develops, implements, and reviews MIIF's IT policies, cybersecurity protocols, and data protection standards in compliance with the Data Protection Act, 2012 (Act 843). • Provides technical support and helpdesk services to all staff, resolving hardware, software, and connectivity issues in a timely manner.

Information Technology (IT) Department	• Manages MIIF's enterprise systems and databases - financial management systems, and project tracking systems, ensuring data integrity. • Develops and maintains MIIF's official website, intranet, and digital platforms in collaboration with the Corporate Affairs and External Relations Department. • Leads the design and implementation of digital transformation initiatives to automate business processes and improve service delivery. • Manages user accounts, access controls, and IT security to prevent unauthorised access, data breaches, and cyber threats. • Ensures business continuity through regular data backups, disaster recovery planning, and system redundancy measures. • Trains staff on the use of new technologies, digital tools, and IT security best practices.

Post Investment Monitoring & Evaluation (PIME) Unit	• Monitors the performance of MIIF's investee companies and investment portfolio against approved business plans, investment objectives, contractual obligations, key performance indicators and agreed milestones. • Develops and maintains monitoring frameworks, performance indicators, covenant registers and reporting tools to assess the financial, operational, governance, compliance and strategic performance of investee firms. • Collects, validates and analyses periodic reports, financial statements, operational data and other information submitted by investee companies to assess performance and compliance with investment agreements. • Tracks compliance with financial and non-financial covenants, contractual obligations and reporting requirements, and follows up on corrective actions where non-compliance is identified. • Conducts periodic performance reviews, variance analyses and benchmarking exercises to evaluate actual results against projections, targets and industry standards. • Identifies, assesses and escalates material risks, red flags and emerging issues affecting investee companies and recommends appropriate mitigation measures and management actions. • Prepares periodic portfolio performance reports, monitoring reports, dashboards and analytical summaries for Management, Investment Committees, the Board and other stakeholders. • Coordinates site visits, inspections and engagement meetings with investee companies to verify operational performance, compliance status and implementation progress. • Conducts portfolio evaluations, stress testing and scenario analyses to assess portfolio resilience, investment performance and potential risks. • Monitors compliance by investee firms with regulatory requirements, licensing obligations, reporting obligations and conditions contained in investment agreements. • Tracks implementation of corrective actions arising from monitoring exercises, inspections, performance reviews and management directives. • Provides independent monitoring insights and recommendations to support investment decision-

Post Investment Monitoring & Evaluation (PIME) Unit	making, portfolio management and value creation across MIIF's investment portfolio.
Environmental, Social And Governance (ESG) Unit	• Develop and implement ESG strategies, policies, and reporting frameworks. • Integrate ESG considerations into investment screening, due diligence, and post-investment monitoring. • Advise management and investment committees on ESG risks and opportunities. • Ensure compliance with environmental, social, labour, and governance regulations. • Conduct ESG audits, inspections, and monitoring activities across investee companies. • Engage regulators, communities, and stakeholders on ESG-related matters. • Promote governance, ethics, occupational health & safety, and sustainability culture. • Conduct ESG awareness programmes, capacity building initiatives and training activities for staff to promote ESG compliance and sustainability best practices at the Fund. • Represent MIIF at ESG forums, conferences, and stakeholder engagements. • Ensure investee entities comply with mining sector safety, health, reclamation, and rehabilitation regulations. • Supports the development, implementation and monitoring of ESG projects, programmes and initiatives undertaken by MIIF to advance sustainable development and responsible investment objectives.

2.2 Classes and Types of Information

In accordance with the RTI Act, 2019 (Act 989), MIIF maintains the following classes and types of information that are accessible to the public:

List of various classes of information in the custody of MIIF:	Access Location:
1. Financial Statements	MIIF Official Website (News & Updates)
2. List of Board Members & Management	MIIF Official Website
3. Human Resource and Administrative Records (Staff Database)	Office
4. Procurement Documents and Contracts	Office
5. Investment, Technical and Research Reports	Office
6. Executed Programmes and Projects	Office
7. Auditor General's Report	Office

The types of information Accessible at a fee include;

1. Audio Materials
2. Copy in a computer-readable form on external storage device
3. Copy of images
4. Copy of files in large volumes
5. Transcriptions of visuals, audio records etc.

NB: Applicant will be charged a reproduction cost should you require other information that requires fee payment in line with Act 989 (***Refer to Section 5.0 for the associated fees and charges***).

3.0 Procedure in Applying and Processing Requests

Section 18 of the RTI Act provides specific guidelines for application for access to information kept by a public institution. It is important that requests for information be made in accordance with the provisions under this section. The Information Officer or a designated officer is responsible for dealing with applications made to Minerals Income Investment Fund (MIIF) (see Appendix B for contact details of the designated information officer). To request for information under the RTI Act from Minerals Income Investment Fund (MMIF), applicants are to follow these basic procedures:

3.1 The Application Process

a. Application by any person or organization who seeks access to information in the custody of Minerals Income Investment Fund (MIIF) must be made in writing, using the standard RTI Application Form (see Appendix A). A copy of the form can be downloaded from MIIF's official website, completed and submitted electronically via email to right.information@miif.gov.gh.

b. In making the request, the following information must be provided:
   - Date of Application
   - Name of the applicant or the person on whose behalf an application is being made
   - Name of the organization represented by the applicant
   - Available contact details of the applicant (Telephone Number, Email, Postal Adress, Fax).
   - Brief description of the information being sought, specify the class and type of information including cover dates.
   - Payment of relevant fees if applicable
   - Signature or thumbprint

c. Provision of identification
   The applicant must present at least one (1) of the following valid identification cards (IDs) to serve proof of identity:
   - Driver's License
   - Passport
   - National ID
   - Voter's ID

d. The applicant should state the format of information being requested and the mode of transmission. Example (do you need certified true copy, normal photocopy or electronic copies. Would you want to receive it through a postal address, e-mail, courier services, fax etc.?)

e. Where an applicant cannot write due to illiteracy or disability, he/she may make the request orally. However, oral requests must conform to the following guidelines;

- The Information Officer mut reduce the oral request into writing and give a copy of the written request as recorded for the applicant to authenticate. (s. 18) (3).
- The Information Officer shall clearly and correctly read and explain the written request to the understanding of the applicant.
- A witness must endorse the face of the request with the writing, "the request was read to the applicant in the language the applicant understand and the applicant appeared to have understood the content of the request."
- The applicant must then make a thumbprint or mark on the request.

3.2 Processing the Application

- Applications would be treated on a priority basis. The Information Officer is responsible for handling requests to ensure that statutory deadlines are met.
- He/She reviews and identifies which part is exempt based on Section 5 to 16 of the RTI Act and determines which of the units/departments in the institution have the records or is responsible for the subject matter of the request.
- Provision is made under section 20 of the RTI Act for the transfer of an application within a period of not more than ten (10) days of receipt where the public institution to which the application was initially made us unable to deal with the application. In such situations, applicants would be notified accordingly with the reasons and dates of transfer.
- For information readily available in official publications, the Information Officer shall direct the applicant to the institution having custody of that publication and notify the public institution of the request. (s.21).
- If the requested information is not readily accessible, the estimated time it will take to search for the information would be communicated to the applicant.

3.3 Response to Applicants

a. The Information Officer is required under section 23 of the RTI Act to notify applicants within fourteen (14) days from the date of receipt. Applicants should however note that the time limit does not apply to applications transferred to another public institution or which has been refused due to failure to pay prescribed deposit or fee. (S.23) (6). The notice should state:

- Whether or not full access to the requested information will be granted or only a part can be given and the reason.
- The format and mode of access.
- The expected publication or submission day of the information in the case of deferred access.
- The prescribed fee (s.24).

b. The Information Officer can request an extension to the deadline if:

  - Information requested is voluminous.
  - It is necessary to search through many records.

- The information must be gathered from more than one source.
- Consultation with someone outside the institution is required.

c. The Information Officer would in such situations notify applicants of an extension as well as the period and reason for the extension. An extension should not be more than seven (7) days.

d. In giving applicants access to information, the applicant would be given the opportunity to inspect the information or receive a copy physically or any other form required such as electronic, magnetic, optical or otherwise, including a computer print-out, various computer storage devices or web portals.

  - Where access cannot be given in the form specified by the applicant, access can be given in some other form. In such cases, the applicant shall be provided with a reason why access cannot be given in the specified form.

4.0 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.

e. A statutory declaration must be attached.

5.0 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 language in which the information is held. (s.75) (3).
- When request is made for a written transcript of the information, the information officer may request a reasonable transcription cost. (s.75) (4).
- Cost of media conversion or reformatting. (s.75) (5).

Below are the approved fees to cover the costs associated with application for or access to information;

Revenue Item	Approved Fees and Charges (GHS)
For every photocopy of an A4-size page or part thereof	0.27
For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0.38
For a copy in a computer-readable form on external storage device	0.29
For a transcription of visual images, for an A4 size page or part thereof	1.28
For a copy of visual images	3.50
For a transcription of an audio record, for an A4-size page or part thereof	0.70
For a copy of audio record	1.00

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 to examine and ensure the information is not exempt
- Preparing the information

6.0 Appendices

6.1 Appendix A: Standard RTI Request Form

[Reference No.: …………………………..]

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

MINERALS INCOME INVESTMENT FUND

(MIIF)

1.	Name of Applicant:			
2.	Date:			
3.	Public Institution:			
4.	Date of Birth:	DD	MM	YYYY
5.	Type of Applicant:	Individual ☐	Organization/Institution ☐	
6.	Tax Identification Number			
7.	If Represented, Name of Person Being Represented:			
7 (a).	Capacity of Representative:			
8.	Type of Identification:	☐ National ID Card Driver's ☐ License	☐ Passport	☐ Voter's ID
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):			
10.	Manner of Access:	☐ Inspection of Information ☐ Copy of Information ☐ Viewing / Listen ☐ Written Transcript ☐ Translated (specify language) ____		

10 (a).	Form of Access:	☐ Hard copy ☐ Electronic copy ☐ Braille	
11.	Contact Details:	☐ Email Address____________________________ ☐ Postal Address____________________________ ☐ Tel: ________________________________	
12.	Applicant's signature/thumbprint:		
13.	Signature of Witness (where applicable) *"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."*		

6.2 Appendix B: Contact Details of MIIF's Information Unit

CONTACT DETAILS OF MIIF'S INFORMATION UNIT	
Name of Information / Designated Officer	Solomon DAWSON
Telephone	0302750660
RTI Application Email	right.information@miif.gov.gh
Postal Address	P. O. Box CT 7012, Cantonments, Accra
Physical Address	Cannon House, First Floor, 1 Rangoon Lane, Cantonment City
Website	www.miif.gov.gh

6.3 Appendix C: Acronyms

ACRONYM	Literal Translation
RTI	Right to Information
MIIF	Minerals Income Investment Fund
MDA	Ministries, Departments and Agencies
MMDAs	Metropolitan, Municipal and District Assemblies
HRA	Human Resource and Administration
CAER	Corporate Affairs and External Relations
IT	Information Technology
PIME	Post Investment Monitoring and Evaluation
ESG	Environmental, Social and Governance
MoU	Memorandum of Understanding
ETC	Entity Tender Committee
SIGA	State Interests and Governance Authority
s.	section (of the RTI Act)

6.4 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 1 Glossary

Term	Definition
Access	*Right to Information*
Access to information	*Right to obtain information from public institutions*
Contact details	*Information by which an applicant and an Information Officer may be contacted*
Court	*A court of competent jurisdiction*
Designated officer	*An officer designated for the purposes of the Act who perform similar role as the Information Officer*
Exempt information	*Information which falls within any of the exemptions specified in sections 5 to 16 of the Act*
Function	*Powers and duties*
Government	*Any authority by which the executive authority of the Republic of Ghana is duly exercised*
Information	*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.*
Information officer	*The Information Officer of a public institution or the officer designated to whom an application is made*
Public	*Used throughout this document to refer to a person who requires and/or has acquired access to information.*
Public institution	*Includes a private institution or organization that receives public resources or provides a public function*
Right to information	*The right assigned to access information*
Section	*Different parts of the RTI Act*

Designated Information Officer: Solomon DAWSON

Tel: 0302750660

RTI Application Email: right.information@miif.gov.gh

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