**Annex 2**

Letter-head of the Central Authority

**REQUEST**

**FOR**

**OBTAINING EVIDENCE**

**CENTRAL AUTHORITY OF THE REQUESTING STATE**

Official title:  
  
  
Address:  
  
  
  
Contact details of the person dealing with the case (incl. phone and telefax numbers with country code and e-mail address):

Please find enclosed the above-mentioned request for mutual legal assistance. Kindly have it executed according to your legislation and within the scope of your possibilities.

In this context we wish to inform you that similar requests from ... might be executed under the regulations of ... law. (reciprocity)

We are looking forward to your information about the decision which will be taken by your relevant authorities and thank you very much for your cooperation.

**Seal, name and function of the official of the central authority of the requesting State:**

**Signature:**

**Date and place:**

Copies:

Embassy of the Requesting State

...

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Language: Please note that the request and the accompanying documents have to be submitted together with a translation into the following languages:  
- Requests submitted to the United Republic of Tanzania:   
 ...  
- Requests to Switzerland:   
 German, French or Italian, as specified in each case by the Swiss Central Authority

Letter-head of the requesting authority

**1. REQUESTING AUTHORITY**

Official title:  
  
  
  
  
Address:  
  
  
  
  
  
Contact details of the person dealing with the case (incl. phone and telefax numbers with country code and e-mail address):

**2. OBJECT OF THE REQUEST AND INVESTIGATING AUTHORITY**

Subject matter and nature of the investigation, prosecution or judicical proceeding in the requesting State to which the request relates (stage of the criminal proceedings):  
  
  
  
  
  
  
  
  
  
  
  
  
  
Competent investigating or prosecuting authority:

**3. SUSPECT / DEFENDANT**

Family name:  
Given name:  
Alias (if applicable):  
Nationality:  
Date and place of birth:  
Address:  
  
  
  
  
Passport/Identity card number (if applicable):

**4. SUMMARY OF THE FACTS AND LEGAL QUALIFICATION OF THE OFFENCE**

*- Give a summary of the relevant facts indicating the place, the time and the manner of the perpetration of the offence.*

*- Indicate the legal qualification of the facts (murder, theft, fraud, etc.).*

*- Provide information regarding the applicable penal provision(s) / the penalty.*

Relevant facts of the case including place, time and manner of the commission of the offence:   
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
Legal qualification:   
  
  
  
  
Applicable penal provision(s) / penalty:

**5. REQUESTED MEASURES AND THEIR CONNECTION TO THE FOREIGN PROCEEDINGS**

*- Indicate exactly the evidence sought and the acts requested ).*

*- State how the requested measures / the evidence sought are linked to the foreign proceedings.*

Evidence sought and the acts requested (as detailed as possible):  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
Link between the evidence sought / the acts requested and the foreign proceeding:

**6. PRESENCE OF PARTIES TO THE FOREIGN PROCEEDINGS AT THE EXECUTION OF THE REQUEST (EXCEPTION)**

*- State the reasons for the presence of these persons when the request is being executed.*

*- Indicate the identity, the status (office) and the position / role of these persons in the foreign proceedings.*

Reasons for the presence:  
  
Relevant information on the person:  
Family name:  
Given name:  
Date and place of birth:  
Nationality:  
Passport/Identity card number:  
Status (office) / role in the foreign proceedings:

**7. ADDITIONAL INFORMATION (IF APPLICABLE)**

*Please provide any other details which the requesting authority considers important and which may assist the requested authority in carrying out the request.*

**8. DOCUMENTS**

*Has the following document been attached?*  
□ Confirmation that the requested measures are also permitted in the requesting State

**Seal, name and function of the official of the requesting authority:**

**Signature:**

**Date and place:**