



12 December 2024

Acknowledgement of FOI request received (s 15(5)(a))

Glenn Hamiltonshire

foi+request-12504-5ff03123@righttoknow.org.au

Dear Mr Hamiltonshire,

Freedom of Information Request no. 10428

I refer to your request for access to documents dated 8 December 2024 under the *Freedom of Information Act 1982*. Specifically, you requested:

access to the Style Guides/Brand Guides/Writing Guides currently used for IP Australia

We received your request on **8 December 2024** and the 30 day statutory period for processing your request commenced from the day after that date. You should therefore expect a decision from us by **7 January 2025**. The period of 30 days may be extended if we need to consult third parties, impose a charge, or for other reasons. We will advise you if this happens.

You will be notified of any charges in relation to your request as soon as possible before we process any requested documents or impose a final charge.

Please note that information released under the FOI Act may later be published online on our [disclosure log](#), subject to certain exceptions. (For example, personal information will not be published where this would be unreasonable.)

We will contact you using the email address you provided. Please advise if you would prefer us to use an alternative means of contact. If you have any questions, please contact foirequests@ipaustalia.gov.au

Yours sincerely

FOI team
Office of Legal Counsel
IP Australia