



19 December 2024

Glenn Hamiltonshire

Email: foi+request-12646-386cdf7@righttoknow.org.au

Dear Mr Hamiltonshire

Acknowledgement of Freedom of Information Access request

This letter refers to an access request received under the *Freedom of Information Act 1982* (the FOI Act) on 18 December 2024, seeking access to:

Style Guides, Brand Guides or Writing Guides currently used by the Australian Reinsurance Pool Corporation (ARPC).

The statutory time allowed under the FOI Act for processing this request is 30 days; therefore on that basis the due date to reply to your request would be 15 January 2025. We note in your email you have allowed ARPC an additional 30 days to fulfil your request due to the Christmas and New Year holiday period. Therefore ARPC will endeavour to reply to your request within 30 days of 15th January 2025, being by **February 12th 2025**.

We will contact you using the email address you provided to us. Please advise if you would prefer us to use an alternative means of contact. Should you wish to discuss your access request you may contact ARPC using the details provided below.

Yours Sincerely

Karin Rathbone
Chief Risk Officer

