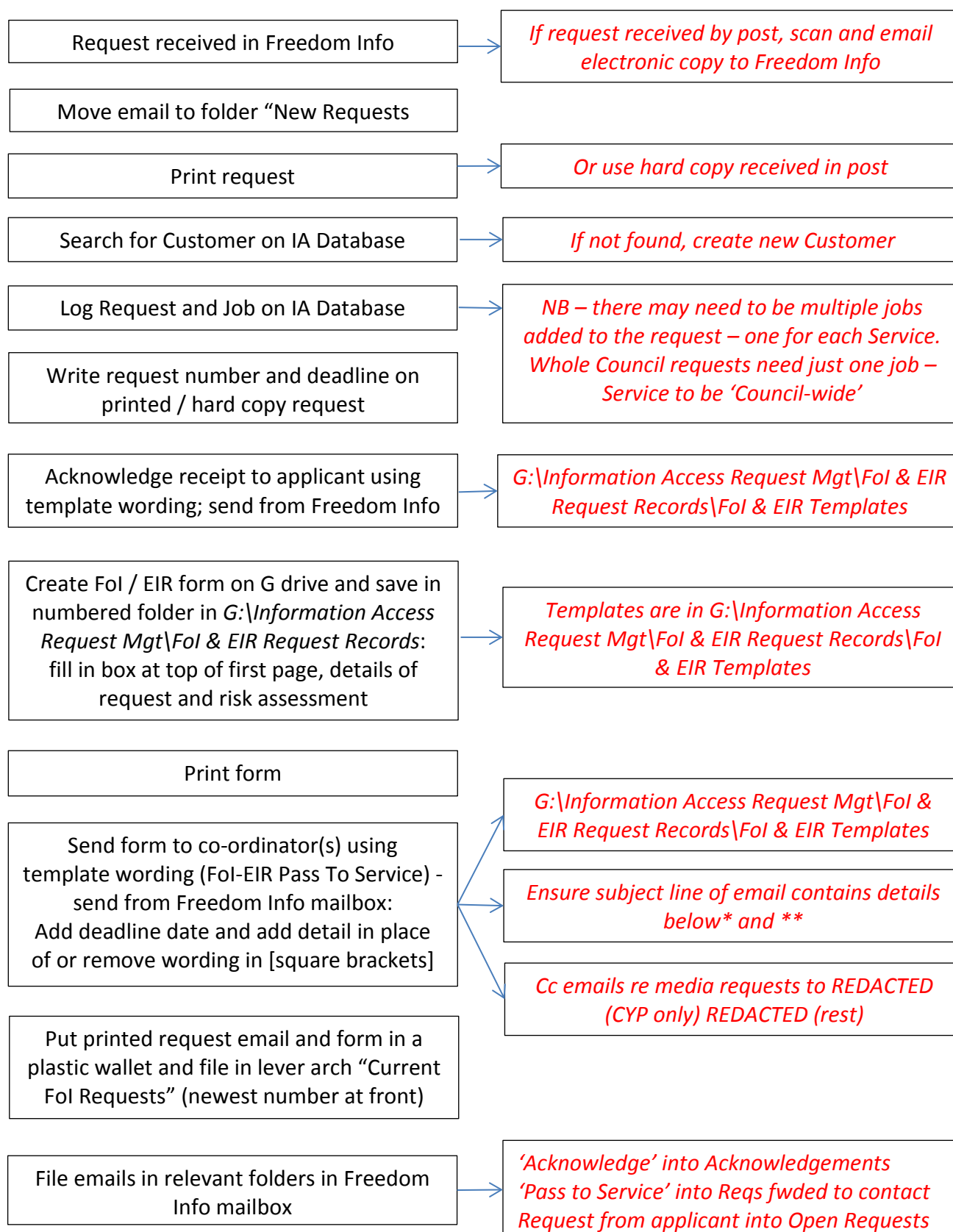


# Logging Fol / EIR Requests



\* Please note that when sending the form to Place Directorate (REDACTED) you need the subject line to read as follows: **DMT - Ref – Surname – brief description – due date**

\*\* Please can all other emails in the mailbox have the subject line in the format: **FOI Ref – Surname – brief description**