**Annex 1**

Letter-head of the Central Authority

**REQUEST   
FOR   
THE HEARING OF PERSONS**

**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

...

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 MEASURE AND CONNECTION TO THE FOREIGN PROCEEDINGS**

*- Indicate exactly the evidence sought and the act requested*

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

Evidence sought / requested measure:  
  
  
Information on the person to be heard:  
Family name:  
Given name:  
Maiden name (if applicable):  
Alias (if applicable):  
Gender:  
Nationality:  
Date of birth:  
Place of birth (town/city, country):  
Residence and/or known address; if address is not known, state the last known address:  
  
  
  
  
Language(s) which the person understands:  
  
  
Hearing in the capacity of (for instance witness, expert, suspect, defendant):  
  
  
  
Link between the evidence sought / requested measure and the foreign proceedings:

**6. LIST OF QUESTIONS TO BE ASKED**

*Please state the list of questions to be asked, either in the box below or attach the list to this document.*

**7. PROCEDURAL REQUIREMENTS (IF APPLICABLE)**

Where applicable, rights and obligations (for instance duty to give evidence, obligation to be truthful, right to refuse to give evidence) as well as the consequences in case of failure to fulfil the obligations to be notified to the person to be heard:

**8. PRESENCE OF PARTIES TO THE FOREIGN PROCEEDINGS AT THE HEARING (EXCEPTION)**

*- State the reasons for the presence of these persons at the hearing.*

*- 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:

**9. 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.*

**10. DOCUMENTS**

*Has the following document been attached?*  
□ List of any questions to be asked to the witness / expert / suspect / defendant   
 (if not listed in the box under no. 6)

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

**Signature:**

**Date and place:**