



ATTORNEY GENERAL'S OFFICE

PUBLICATION INFORMATION MANUAL

**Prepared in terms of Section 53 of the Promotion of Access to
Information Act 2018**

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Contents

1. List of Acronyms and Abbreviations.....	3
2. Purpose of Publication Manual.....	3
3. Establishment of the Office of Attorney General, Department of Legal Affairs.....	4
4. Structure of the office of Attorne General, Department of Legal Affairs and functions.....	5
5. Key contact details for Access to Information of the Attorney General	8
6. Description of all remedies available in respect of an ATIA or failure to act by the Attorney General's Office.....	8
7. Categories of records of the Office of the Attorney General's Office which are available without a person having to request access	9
8. Services Available to members of the public from the Office of the Attorney General and how to gain access to those services.....	9
9. Public Involvement in the formulation of policy or the exercise of powers or performance of duties by the office of Attorney General's Office.	10
10. Availability of the Manual	11
11. Updating of the Manual.....	11

1. List of Acronyms and Abbreviations

NB: Please insert relevant acronyms and abbreviations

1.1	"ATTORNEY GENERAL"	Head of Information Holder
1.2	"HOIH"	Head of the Information Holder
1.3	"IC"	Information Commission
1.4	"IO"	Information Officer
1.5	"ATIA"	Access to Information Act
1.6	"AGO"	Office of the Attorney General or Attorney General's Office
1.7	"DLA"	Department of Legal Affairs

2. Purpose of Publication Manual

This Publication Manual is useful for the public to:

1. Check the nature of the records which may already be available at the office of the Attorney General, without the need for submitting a formal ATIA request;
2. Have an understanding of how to make a request for access to a record of the Office of the Attorney General;
3. Access all the relevant contact details of the persons who will assist the public with the records they intend to access;
4. Know all the remedies available from the Office of the Attorney General regarding request for access to the records, before approaching the information commission;
5. The description of the services available to members of the public from the Office of the Attorney General and how to gain access to those services;
6. A description of the guide on how to use ATIA, as updated by the information commission and how to obtain access to it;
7. If the body will process personal information, the purpose of processing of personal information and the description of the categories of data subject and of the information or categories of information relating thereto;
8. Know if the Office of the Attorney General has planned to transfer personal information outside the Republic of Seychelles and the recipients or categories of recipients to whom the personal information may be supplied; and
9. Know whether the Office of the Attorney General has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information, which is to be processed.

3. Establishment of the Office of the Attorney General

NB: Please indicate the section and the legislation under which the public body is established.

- **The mandate of the employees of the Attorney General's Office**
- The employees of the Attorney General's Office ("AGO") are required to assist the Attorney General appointed in terms of Article 76 of the Constitution in providing legal services to the Government and to perform the function of the Chief Public Prosecutor of the Country as per the said Article 76 of the Constitution.
- Article 76 of the Constitution

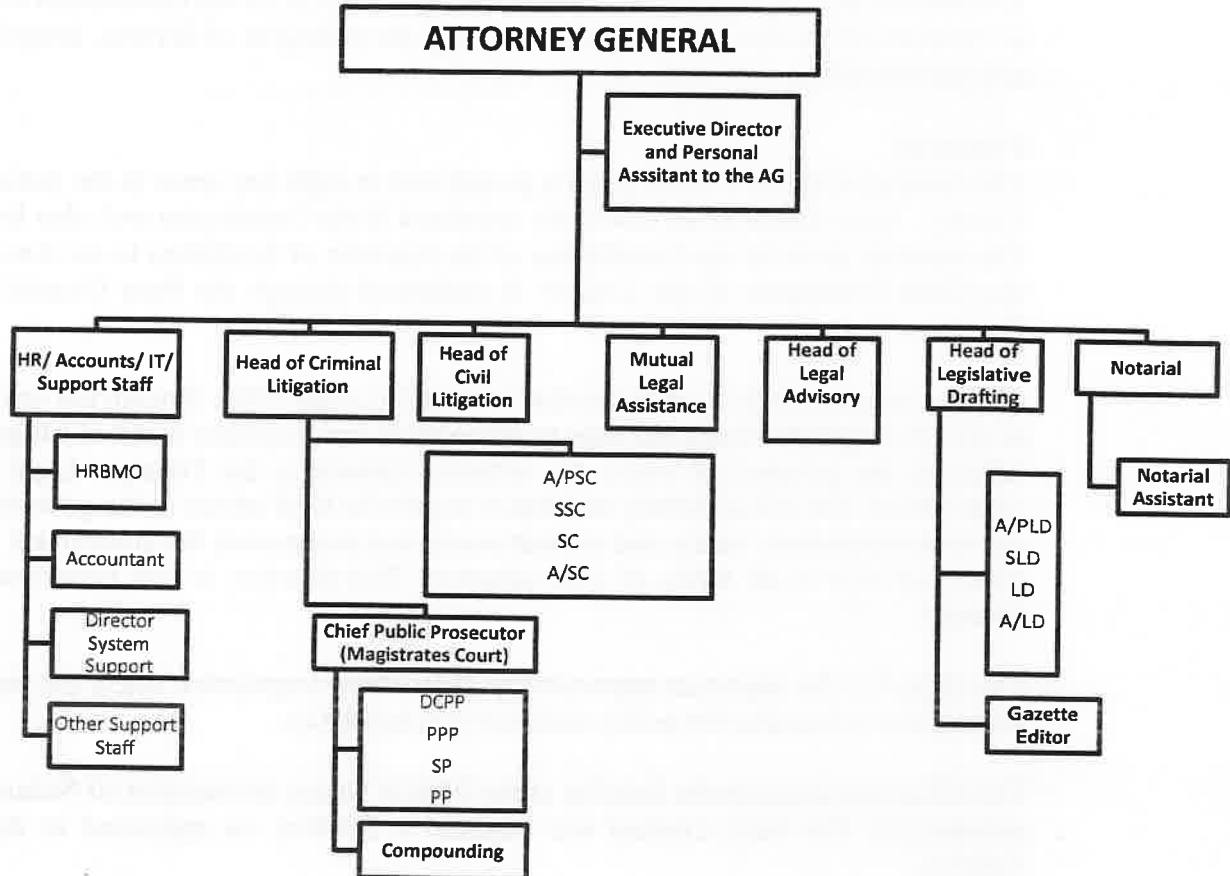
3.1. Objectives / Mandate

NB: Specify objectives or mandate of the organization as may be contained in the founding legislation.

- *According to Article 76(4) of the Attorney General is the principal advisor to the Government and shall have the power to institute and undertake criminal proceedings against any person before any court to take over and to discontinue any criminal proceeding.*
- *In addition to the constitutional mandate of the Attorney General, the Attorney performs the following: -*
 - (i) *prepare and draft all Government Bills and subsidiary legislation;*
 - (ii) *act as ministere public in specific matters in particular that relating to adoption, interdiction, guardianship, disposal of property of minors etc ...*
 - (iii) *review, prepare, draft and attest Government transactions;*
 - (iv) *Central Authority under the Mutual Legal Assistance in Criminal Matters Act;*
 - (v) *prepare and publishes the Official Gazette;*
 - (vi) *as administrative head of the Department of Legal Affairs.*

4. Structure of the Office of the Attorney General and functions

4.1. Structure



Vision

Strengthening and upholding the rule of law in Seychelles and ensuring that the justice system safeguards the right to a fair trial, protects the interests of victims, and promotes the public good by advancing a safer, more just Seychelles for all.

Mission

To establish and uphold efficient, high-quality legal services for the Government of Seychelles, and to maintain prosecutorial functions that embody the principles of fairness, integrity, transparency and accountability.

Functions

The Attorney General's office plays a pivotal role in eight key areas in the justice system of the Country. These functions are essentially stipulated in the Constitution and other laws.

The mandate given by the Constitution of the Republic of Seychelles to the Attorney General as the **Chief Prosecutor** of the Country is performed through the State Counsel and the Public Prosecutors.

Another key constitutional mandate that is extended to the office through the Attorney General is to provide **Legal Advisory Services** to government and undertake all **Civil Litigation** for and on behalf of the government where the Attorney General is the Principal Legal Advisor to the Government. The office thereby undertakes to provide legal advice to the government in carrying out its functions both locally and internationally, and to represent the government and the relevant public servants in all forms of civil litigation. This function is also performed through State Counsel.

The office has the important responsibility of **Drafting Legislation** where the legislative drafters are required to translate the policy decisions into legislation.

The office also executes the function of the Official Notary and handles all **Notarial work** for the government. The State Counsel and Legislative Drafters are appointed as Assistant Official Notaries.

Further, the Attorney General being designated as the Central Authority for **Mutual Legal Assistance in criminal matters** by the relevant legislation, the office is required to collaborate with international law enforcement agencies to support cross-border legal cooperation. **Compounding of offences** is another responsibility assigned by the relevant legislation to the Office.

Finally, the Attorney General is also assigned with the responsibility of **publishing all legislation, bills, statutory instruments and the gazette** through the relevant legislation.

In addition to the above, the Officers of the Attorney General's Office are also called upon to serve in various statutory Bodies/ Boards in the Country.

4.2. Functions

***NB:** Please specify the functions of the public body, as stipulated in the founding legislation.*

The important functions of the Attorney General or the Office of the Attorney General are: -

- *the preparation and drafting of bills for passing by the National Assembly;*
- *the preparation and drafting of subsidiary legislations;*
- *preparation and drafting of conveyancing or notarial document of Government in relation to State land or land that Government acquires;*
- *acting as Central Authority under the Mutual Legal Assistance in Criminal Matters Act and providing mutual assistance in criminal matters to other jurisdictions;*
- *providing legal advisory services to the Government; and*
- *law reform regarding laws that are under the administration of the Minister responsible for legal affairs for example the Judiciary Act, Penal Code, Civil Code, Criminal Procedure Code, Commercial Code, Civil Procedure Code, Mortgage and Registration Act etc*

The Attorney General's Office presently comprises of nine (9) principal sections:-

- (1) *Criminal Prosecution Section which is headed by a Principal State Counsel under which there is the Public Prosecution section headed by the Chief Public Prosecutor, the Financial Crimes, Asset Forfeiture and International Cooperation section headed by a Team Leader and the Sexual Offences and Gender Based Violence Cell headed by a Team Leader.*
- (2) *Civil Litigation Section headed by a Principal State Counsel under which there is the Ministere Public section headed by a Team Leader;*
- (3) *Legal Advisory Section is headed by a Principal State Counsel under which there are the Legal Advisory section.*
- (4) *The Legislative Drafting Section is headed by the Principal Legal Draftsperson.*
- (5) *The Attorney General is also the Central Authority under the Mutual Legal Assistance in Criminal Matters Act. The Mutual Legal Assistance Section is headed by the Designated Officer who is also the Executive Director.*
- (6) *The Notarial Section is headed by the Official Notary and assisted by the Assistant Official Notaries and the Notarial Assistant.*
- (7) *Compounding Section is headed by the Chief Public Prosecutor.*
- (8) *Official Gazette Section is headed by the Gazette Editor.*
- (9) *Governances Section. Administrative and Support Team including information technology and records. The Governance Section is headed by the Human Resources and Budget Management Office.*

5. Key contact details for Access to Information of the (Attorney General, Department of Legal Affairs)

5.1 Information Officer

Name: May Allagain, Private Secretary
Tel: 4383000-2/2823252
Email: agoffice@gov.sc

5.2 Head of Information Holder

Name: Vinsent S. Perera - Attorney General
Tel: 4383102
Email: attorneygeneral@gov.sc

5.3 Head Office Contact

Postal Address: PO BOX 58
Physical Address: 3rd Floor, The Link Building, Ile du Port
Telephone: 4383000
Email: agoffice@gov.sc
Website: www.ago

6. Description of all remedies available in respect of an ATIA or failure to act by the Attorney General's Office

The Attorney General's Office operates primarily as a law chamber. Accordingly, sections 27 and 28(b) of the Access to Information Act applies to any information that is held by the Attorney General's Office with regard to matters handled by the Office as a law chamber.

However, relevant information pertaining to publication of the gazette would be made available on request.

The physical and electronic contact details of the information officer and the head of the information holder;

Physical Address: The Link Building, Ile du Port

Email Address: agoffice@gov.sc

The Office of the Attorney General is open for any queries and suggestions.

In accordance to Section 34(2) the first remedy, if the applicant is not supplied information in normal course within 21 days or supply of information if it concerns the life or liberty of a person 48 hours or the person is not satisfied they may make an appeal to the head of the information holder.

Secondly, if an applicant is not satisfied with the decision of the head of the information holder, an Appeal may be made to the Information Commission within 15 days.

7. Categories of records of the Attorney General's Office which are available without a person having to request access

Categories	Document Type	Available on website	Available upon ATIA request
Publications	Legislations / Regulations	Free and available on the Gazette website (www.gazette.sc)	
Strategic Documents (Plans and Reports)	- Organisational profile (overview , objectives , functions); - Strategic Plan;	✓	

8. Services Available to members of the public from the Office of the Attorney General and how to gain access to those services.

8.1. Services available

The primary mandate of the Attorney General's Office is to provide legal services to the Government and to the Public Service. Direct engagement with the public occurs only in limited circumstances, as this restriction is essential to preserve the integrity of the Office in the fair and impartial conduct of civil and criminal litigation.

Official Gazette

All Gazette notice, Bills, Act and subsidiary legislation are available on website www.gazette.sc free of any charge.

The subscription fee for the Gazette and the fees and charges for the publication of Gazette notices or to certify a copy of the Gazette have been determined by the Attorney General as per SI 164 of 2020. The SI is published in the Gazette and available to the public. Fees and charges to publish gazette notices or to certify Gazette are payable at the Office of the Attorney General.

Application to subscribe the Gazette or to have a Gazette notification can be made at the Office of the Attorney General.

The focal person is Ms. Gitanne Samson, 2nd Floor, The Link Building, Ile du Port.

Criminal Prosecution

The Prosecution Service functions as a service to the Republic of Seychelles, with prosecutions conducted for and on behalf of the Republic. In this capacity, the Attorney General's Office exercises a quasi-judicial role, balancing the interests and rights of both victims/complainants and the accused to ensure the latter receives a fair trial. Consequently, victims of crime are not regarded as clients of the Attorney General's Office.

However, steps are taken to contact the complainants and witnesses to inform the dates they are required to be present in court and to conduct the witness briefings where necessary.

Accordingly, engagement with the public is expected to occur only after the relevant officer takes steps to contact the relevant complainant/ witness.

Notarial Section

The Official Notary and the Assistant Official Notaries are engaged in the preparation and the execution of leases, land transfers and associated government land transactions. Members of the public engaging in legal transactions with the government are given appointments to sign documents and discuss their transactions with the relevant officers in the Notarial Section. We accept queries via email, telephone and in-person appointments.

Accordingly, engagement with the public is expected to occur only upon being contacted by the relevant officer from the Notarial Section.

Compounding of Offences

The Compounding of Prescribed Offences Act, 2024 allows the Attorney General of Seychelles to settle certain minor offences through administrative penalties. Once compounded, no prosecution can follow, making it a diversionary tool that balances efficiency with accountability.

For traffic matters, the Act allows minor offences (e.g., parking violations, speeding within defined thresholds, failure to display documents) to be settled administratively through prescribed penalties, while serious offences remain subject to full criminal prosecution.

Where necessary an Officer from the Compounding Section will contact the relevant offender for the purposes of the above Act.

9. Public Involvement in the formulation of policy or the exercise of powers or performance of duties by Attorney General Office.

The Attorney General exercises prosecutorial powers under the Constitution. In terms of Article 76(10) of the Constitution, in the exercise of the said powers, the Attorney General shall not be subject to the direction or control of any other person or authority.

10. Availability of the Manual

This Manual is made available in the following English language.

A copy of this Manual or the updated version thereof, is also available as follows-

1. At the head office of the Attorney General for public inspection during normal business hours;
2. To any person upon request; and
3. To the information Commission upon request.

11. Updating of the Manual

The Office of the Attorney General will, if necessary, update and publish this Manual annually.

Issued by:

MAY ALLAGAIN

Information Officer

31 JANUARY 2026

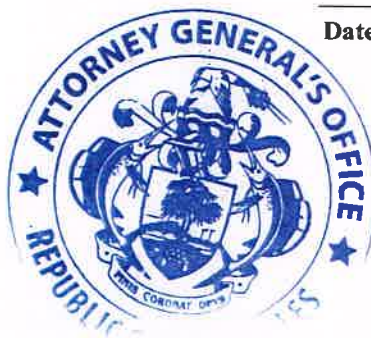
Date

VINCENT PERERA

Head of Information Holder

31 JANUARY 2026

Date



OFFICIAL STAMP

