

## **HOW TO APPLY FOR INFORMATION**

An application in writing seeking information under the Right to Information Act, 2005 shall be forwarded to the Public Information Officer of The Travancore – Cochin Chemicals Limited.

The application shall contain the following:

- The name of the applicant.
- The address for correspondence.
- Details of the information sought by the applicant.
- RTI Application Fee either by way of cash or by demand draft or Pay Order in favour of The Travancore – Cochin Chemicals Limited .
- In pursuance to the Government of Kerala Circular No. CDN5/93/2023-GAD dt 13-07-2023, the Bank Account details of the company are as follows:-

Principal Name :	The Travancore Cochin Chemicals Limited
Name of Bank:	State Bank of India
Name of the Branch:	Aluva
Branch Code:	70147
IFS Code of the Bank:	SBIN0070147

### **Application Fee**

The application fee for RTI Information is Rs. 10/- (Rupees Ten Only). Court fee stamps, Revenue stamps, Treasury Payments, Bond Papers are not acceptable towards RTI application fees.

Persons who belong to BPL category are not required to pay any fee provided necessary documents are produced in support of their claim.

### **Additional Fee**

If any additional fee is required to be paid by the Applicant as specified in Section 7(3) of the RTI Act 2005, it shall be informed separately and information shall be furnished after the receipt of the fee by the company, as per the Act.

At present, the applicable additional fees are given as under:

For each page (in A-4 size paper)	Rs. 2/- per page
For a copy in larger size paper	Actual charge or cost price
For samples or models	Actual cost or price
For information provided in diskette or floppy or C.D or any other electronic mode	Rs. 50/- per diskette or floppy
Information in the form of publication	Price fixed for a publication or rupees two per page of photocopy for extracts from the publication
For inspection of records	no fee for the first hour, and a fee of rupees ten for each thirty minutes (or fraction thereof) thereafter

The mode of payment of the above-mentioned additional fees shall be the same as the application fee.