

**Format of application for obtaining information under the Right to Information Act, 2005**

To:

**The Public Information Officer  
Hindustan Organic Chemicals Ltd  
Office No: 401,402 and 403, 4th Floor,  
V Time square, Plot No: 3, Sector 15,  
CBD Belapur, NAVI MUMBAI - 400614**

(1) Full name of the applicant : \_\_\_\_\_

(2) Residential Address : \_\_\_\_\_

\_\_\_\_\_ Taluka: \_\_\_\_\_ Dist.: \_\_\_\_\_

Post.: \_\_\_\_\_ PIN \_\_\_\_\_ State: \_\_\_\_\_

(3) Particulars of information required:

(i) Subject matter of information.\* \_\_\_\_\_

(ii) The period to which the information relates # : \_\_\_\_\_

(iii) Description of the information required \*\* : \_\_\_\_\_

(iv) Whether information is required by post or in person (The actual postal charges shall be included in addition to fees): \_\_\_\_\_

(v) In case by post (Ordinary, Registered or Speed)\*\*\* \_\_\_\_\_

(4) Whether the applicant is below poverty line : \_\_\_\_\_ (If yes, attach the photocopy of the proof thereof).

**Place:**

**Date:**

**Signature of the Applicant**

**Legends:**

\* Broad category of the subject to be indicated (such as grant of Government Land / Service matters / Licenses, etc.)

# Relevant period for which information is required to be indicated.

\*\* Specific details of the information is required to be indicated.

\*\*\* Information will be despatched / handed over only after receipt of full cost payment as per RTI 2005.