

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

To:

**The Public Information Officer
Hindustan Organic Chemicals Ltd
Office No: 1007, 10th 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 or Speed Post)*** _____

(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.