

## Guidelines for applicants

Do's & Don't for getting information from Ministry of Corporate Affairs, Shastri Bhawan, New delhi-110 001.

### Do's

1. Please send the RTI application to the address given below:

**The Central Public Information Officer(CPIO)  
Ministry of Corporate Affairs  
5<sup>th</sup> Floor, 'A' wing,  
Shastri Bhawan, New Delhi-110 001.**

2. The fee in respect of such application is to be made by way of Indian Postal Order or Demand Draft or Bankers Cheque payable to **"Pay & Accounts Officer , Ministry of Corporate Affairs , New Delhi"** as per the Right to Information (Regulation of Fee and Cost) Rules, 2005.
3. To avoid delay in getting information, the items concerning to single Regional Directorate/Registrar of Companies/Official Liquidator should be asked for in one application only.
4. The application (preferably typed or neatly handwritten) should asked for a specific information giving details of order number and file no. if known to the applicant and send the back reference/copy. This is easier and faster to locate the concerned CPIO.
5. The applicant should clearly indicate his/her name and contact details.

### Don't

1. The RTI application fee or the additional fee(if demanded) in the form on Indian Postal Order/Demand Draft/Bankers Cheque, as the case may be, should not be made in favour of other than 'Pay & Accounts Officer, Ministry of Corporate Affairs'. If the IPO/DD/BC is made in other than 'Pay & Accounts Officer, Ministry of Corporate Affairs' the same will be returned to applicant with the request to send the fee in correct way. The process will result in delay to provide you the requisite information.
2. Please avoid to get multiple information from different Regional Directorate/Registrar of Companies/Official Liquidators through a single application. To collect information for more than one subject in single application may get delayed in providing information to you. The more specific information asked the faster it is to be provide.
3. Information for representation/suggestions/advices are not liable to be provided under RTI Act.
4. Please do not ask for any third party information unless it has concern to the Public Interest.
5. Number of items for which information is sought for should be restricted to few numbers as far as possible to help us to provide you a prompt reply.
6. The information sought should be unambiguous.

