

General Insurance Corporation of India, Mumbai

How to Make an Application under Right To Information Act, 2005

Any person applying under RIGHT TO INFORMATION ACT, 2005 must -

- (a) declare in his application that he is a CITIZEN of India
- (b) address the Application to the CPIO
- (c) attach along with the application one Demand Draft / Banker's Cheque / Indian Postal Order for an amount of Rs.10/- favouring 'General Insurance Corporation of India & Payable at the place where the application is submitted. (NO Fee required for the Applicant falling under BPL Category – 'attested BPL Certificate must be attached') along with the details on the Application form.
- (d) be providing the Basic Information of Applicant including Complete Address, Telephone Number, Fax Number (if Available) & email ID.
- (e) mention whether the Information sought is 'third party' or by self
- (f) declare the Time Period for which the Information is asked for.
- (g) mention the mode for seeking information / documents i.e. Xerox Copy / Floppy / CD / Personal Inspection.
- (h) give particulars of Information sought under RTI in legible hand writing or in type written format.