

**KAMARAJAR PORT LIMITED**

**Format of letter seeking payment of additional fee**

Date:

From

***THE PUBLIC INFORMATION OFFICER***

Kamarajar Port Limited

2<sup>nd</sup> Floor (North Wing) & 3<sup>rd</sup> Floor,

No.17, Rajaji Salai, Chennai - 600 001

To

(Name & Address of the applicant)

Sir,

Sub: **Application Reference Number** \_\_\_\_\_ .

Please refer to your application dated \_\_\_\_\_ addressed to the undersigned requesting to provide information on \_\_\_\_\_ . The above information is being readied to be supplied to you. The additional fee for supplying this information to you amounts to Rs. \_\_\_\_\_ as detailed hereunder:

2. You are requested to pay the fee at this office by Demand Draft **or** Pay Order at the earliest. Alternatively, the additional fee may be paid by cash at Kamarajar Port Limited, 2nd Floor (North Wing) & 3rd Floor, No.17, Rajaji Salai, Chennai - 600 001 (or) Ennore Port Limited, Vallur Post, Near NCTPS, Chennai - 600 120.

3. You are advised to make the payment on or before \_\_\_\_\_\*. If you wish to review the decision as to the amount of fees charged, you may make an appeal to the Director (Operations), Kamarajar Port Limited, within 15 days of issue of this communication.

4. Kindly quote the Application Reference No. mentioned above in all the future correspondence, etc.

Yours faithfully,  
(Name & Address of PIO)

\* 15 days of issue of the letter.