Fee Structure Notice of Right to Information

The Right to Information Commission in exercise of the power conferred upon it by Section 42 of the Right to Information Act, No. 12 of 2016 has prescribed the following rules on fees with effect from 3rd February 2017.

1.0 Fees for Application

1.1 No fee shall be charged to provide a Right to Information Application Form to a citizen making an information request.

1.2 No fee shall be charged to process a Right to Information request.

2.0 Fees for Information (subject to Item 3 below)

2.1 Charges for Photocopying

2.1.1 Rs. 2/- (one side) and 4/- (both sides) of one paper, for the information provided on A4 size (21 cm x 29.7 cm) and smaller size paper.

2.1.2 Rs. 4/- (one side) and 8/- (both sides) of one paper for the information provided on Legal size (21.59 cm x 35.56 cm) and up to A3 size (29.7 cm x 42 cm) paper.

2.1.3 Information provided on paper larger than mentioned above will be at actual cost.

2.2 Charges for Printout

2.2.1 Rs. 4/- (one side) and 8/- (both sides) of one paper, for the information provided on A4 size (21 cm x 29.7 cm) and smaller size paper.

2.2.2 Rs. 4/- (one side) and 8/- (both sides) of one paper for the information provided on Legal size (21.59 cm x 35.56 cm) and up to A3 size (29.7 cm x 42 cm) paper.

2.2.3 Information printed on paper larger than mentioned above will be at actual cost.

2.3 Rs. 20/- for copying information onto a Diskette, Compact Disc, USB mass drive, or similar electronic device, provided by the citizen making the request.

2.4 Actual cost for copying information onto a Diskette, Compact Disc, USB mass drive, or similar electronic device provided by the Public Authority, Bank of Ceylon.

2.5 Rs. 50/- per hour for the study or inspection of any document or material, or inspection of a construction site, if this takes longer than one hour, with the first hour of study/ inspection being provided free of charge.

2.6 Samples or models will be charged at the actual cost.

2.7 Information provided via e-mail will be free of charge.

3.0 Information provided free of charge

3.1 Information prepared or contained on four pages (A4 size) of photocopies or printing, free of cost.

3.2 Information that is ordinarily available free of charge shall continue to be provided free of charge.

4.0 Mode of Payment of Fee at any Bank of Ceylon branch

4.1 Cash to be paid to ‘Comm. A/C Right to Information’ or,

4.2 Bank Draft/ Official Cheque drawn in favor of ‘Comm. A/C Right to Information’ to be deposited or,

4.3 Postal Order made payable to ‘Comm. A/C Right to Information’ to be deposited.

Duly signed acknowledgment by the Authorized Officer of collecting branch against payment of a fee regardless of the mode of payment to be handed over to the information requestor.

-Public Authority: Bank of Ceylon-