

Right to Information Act, No. 12 of 2016

Fee Schedule

In accordance with the regulations promulgated under the Right to Information Act, No. 12 of 2016 given in the "Part I: Sec. (I) - Gazette Extraordinary of the Democratic Socialist Republic of Sri Lanka" (No. 2004/66), dated 03.02.2017 and based on the subsequent rules, Fee Schedule as follows;

Application Fees:

No fee to provide a Right to Information Application Form to a citizen making an information request and to process a Right to Information request.

Fees for Information

(i) Photocopying:

- (a) Rs. 2/- (one side) and 4/- (both sides) of one paper, for the information provided on A4 (21 cm x 29.7 cm) and smaller size paper
- (b) Rs. 4/- (one side) and 8/- (both sides) of one paper for the information provided on paper that is Legal size (21.59 cm x 35.56 cm) and up to A3 (29.7 cm x 42 cm)
- (c) Information provided on paper bigger than those mentioned above will be at actual cost.

(ii) Printout

- (a) Rs. 4/- (one side) and 8/- (both sides) of one paper, for the information provided on A4 (21 cm x 29.7 cm) and smaller size paper
- (b) Rs. 4/- (one side) and 8/- (both sides) of one paper for the information provided on paper that is Legal size (21.59 cm x 35.56 cm) and up to A3 (29.7 cm x 42 cm)
- (c) Information printed on paper bigger than those mentioned above will be at actual cost.

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

(iv) Actual cost for copying information onto a Diskette, Compact Disc, USB mass drive, or similar electronic device provided by the Institute of Chartered Accountants of Sri Lanka.

(v) 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. This shall be without prejudice to the practice which previously provided such inspection free of charge and which practice shall continue.

(vi) Samples or models will be charged the actual cost.

(vii) Information provided via e-mail will be free of charge.

Information provided free of charge:

- (1) Information prepared or contained on four pages (A4 size) of photocopies or printing, free of cost.
- (2) Information that is ordinarily available free of charge shall continue to be provided free of charge.

Mode of Payment of Fee:

- (i) in cash paid to the Information Officer;
- (ii) Bank Draft addressed to the Accounts Officer of the Institute of Chartered Accountants of Sri Lanka;
- (iii) post office payment slip or a postal order made payable to the Accounts Officer of the Institute of Chartered Accountants of Sri Lanka.

The Information Officer will issue a receipt against payment of a fee regardless of the manner in which it is paid.