

THE RIGHT TO INFORMATION ACT, 2005

(Application for Obtaining Information)

From

Applicant Name

Full Postal Address

Mobile: XXXXXXXXXX

Email: example@gmail.com

To

The Public Information Officer

Delhi Cooperation Department

[Office Address]

Subject:

Request for Information under RTI Act, 2005 regarding Cooperative Societies, Registrations, Audits, and Departmental Records

Respected Sir/Madam,

I, [Applicant Name], am filing this RTI application under the Right to Information Act, 2005. Kindly provide the following information:

1. Certified copy of registration details of the cooperative society named [Society Name] including registration number and date.
2. Status of application submitted on [date] for registration/renewal/amendment of the society.
3. Certified copy of the latest audit report, inspection report, or inquiry report related to the society.
4. Details of managing committee members as per the latest approved list available with the department.
5. Certified copy of notices, show-cause letters, or penalty orders issued to the society during the period [from] to [to].

6. Details of complaints filed by members of the society, along with action taken reports (ATR).
7. Certified copies of circulars, guidelines, or instructions issued regarding cooperative society governance and compliance.
8. Name, designation, and contact details of the officer handling matters related to the above society.

Application Fee

₹10/- IPO / Court Fee Stamp / Online payment / DD

Declaration & Requests

I am a citizen of India.

If information pertains to another authority, kindly transfer it under Section 6(3).

If additional fee is required, inform me under Section 7(3).

Please provide FAA details in the reply as per Section 7(8).

Yours sincerely,
Applicant Name