**Application Form for Seeking Information under RTI Act 2005**

To ,

Collector & Public Information Officer,

Office of the Commissioner,

Guwahati Municipal Corporation,

Panbazar, Guwahati - 781001

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| Applicant Name |  |
| Applicant Address |  |
| Applicant Email |  |
| Applicant Phone No. |  |

Please provide the following information under Right to information (RTI) Act 2005:

1. Please provide the Shop Registration No.(s) of the following shops located at xxx, Guwahati - xxxxxx
	1. Shop Name 1
	2. Shop Name 2
2. Please provide the copy of Trade License of the above said shops (Shops 1 to 2) mentioned in Point 1. (Please provide copy of Trade License of each shop)
3. What is the nature of business/commercial activity of the above said shops (Shops 1 to 2) mentioned in Point 1? (Please provide details of each shop)
4. What are the approvals required as per the nature of business of each shop?
5. Do the Shops 1 to 2 mentioned in Point 1 have the necessary approvals from each authority to operate a commercial shop in the area? (Please provide approval details and copy of each shop)
6. Is the area allowed for commercial activity? If yes, please provide certified copy of by-law/notification/policy.
7. Is No Objection Certificate required from Residents to operate commercial activity from residential area? (Please provide details of each shop). If yes, has NOC been obtained?
8. Has inspection been done before granting license to the above shops? If yes, please provide copy of inspection log with date.
9. Please provide certified copies of permission granted for running commercial activities in the residential area.

If any of the information sought above does not pertain to you, kindly forward it, under intimation to me, to the respective department under section 6(3) of RTI Act 2005 within 5 days receipt of application CLEARLY MENTIONING PART or FULL Application, If PART then clearly mention the question ref No.

If any charges to be paid for photocopies/printouts kindly mentions the number of pages and amount and mode of payment. If any information is available on the department website, kindly mention the link in the answers.

I hereby declare that I am the citizen of India. I state that the information sought does not fall within the restrictions contained in section 8 of the Act and to the best of my knowledge it pertains to your office.

Proof of payment of application fee: Attached Indian Postal Order/ Fee Receipt for Rs. 10, dated **xx/xx/xxxx No. xxxx** in favour of **Collector & PIO, Guwahati Municipal Corporation.**

Date: Name:

Place: Signature:

Address for communication: