

ENNORE PORT LIMITED

Format of letter seeking payment of additional fee

Date:

From
The Public Information Officer
Ennore Port Limited
No: 23, First Floor, PT Lee CN Maaligai,
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 Ennore Port Limited, 15, Kasturirangan Road, Alwarpet, Chennai - 600 018 (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), Ennore 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.