

cases, the application fee should normally be deposited immediately on receipt. However, if it is obvious that the request was sent to this Department incorrectly and agreement to transfer it can be accomplished without delay, the application fee should not be deposited and should, instead, be sent to the other government institution along with the request.

Waiver of Fees:

7. Fees, other than the application fee, will be waived if the amount payable is less than \$25.00.

8. As regards fees of \$25.00 or more, the decision to waive, reduce or refund fees should be made on a case-by-case basis as follows (in accordance with Section I.7 above):

- (a) where the information being provided is normally made available without charge, when requested informally, the fee will be waived;
- (b) pending the development of guidelines as to what constitutes "a general public benefit", the fee will not be waived on this account.

9. The person designated by the Secretary of State for External Affairs, as head of the institution, to sign fee waivers is the departmental Co-ordinator for Access to Information and Privacy.