**Provision of information pursuant to Act No. 106/1999 Coll., on free access to information**

A request for information pursuant to Act No. 106/1999 Coll., on free access to information, shall be submitted in writing, via an electronic communications service, or in paper form. Documentary requests shall be submitted to the address of the headquarters of the Institute of Hematology and Blood Transfusion, p.o., IČO: 00023736, with registered office at U Nemocnice 2094/1, 128 00 Prague 2 (hereinafter referred to as 'IHBT') directly to the Secretariat of the Director of IHBT, Building C, 1st floor, and electronic applications to: info@uhkt.cz.

In accordance with the provisions of Section 17(1) of Act No.106/1999 Coll., on free access to information, the IHBT is entitled to demand payment for these services in an amount that may not exceed the costs associated with making copies, arranging technical media and sending the information to the applicant, with the proviso that the IHBT, as the obliged entity, is also entitled to demand payment for exceptionally extensive searches for information.

The applicant is obliged to pay the costs associated with the provision of information according to the fee schedule.

The price list (fee schedule) for making copies or printing documents necessary for the proper preparation of the request received by the applicant is set out below and is also available on the website of the IHBT www.uhkt.cz. The price list is also available from the Secretariat of the Director of the IHBT.

In the event that the IHBT requires payment for the provision of information, it will notify the applicant in writing of this fact, together with the amount of the payment, before the information is provided. The notification shall make clear on what basis and how the amount of the fee has been calculated by the IHBT. Where the IHBT requires payment for the provision of information, the provision of the information shall be conditional upon payment of the required fee. If the applicant fails to pay the fee within 60 days of the date of notification of the amount of the requested fee, the Institute shall withdraw the request. The applicant shall pay the amount corresponding to the payment for the provision of information in cash at the cash desk of the IHBT (Building C) or by wire transfer to the IHBT's account, account number 31438021/0710, held at the Czech National Bank. In the case of payment by bank transfer, the information will be issued only upon presentation of proof of payment.

Information is provided within 15 days of receipt of the request.

In more complex cases, information shall be provided within 25 days of receipt of the request; the applicant shall be informed of this extension and the reasons for it before the expiry of the basic 15-day period.

**Fee schedule for black and white printing and copies**

A4 - single-sided copy black and white // A4 double-sided copy black and white **2,00 CZK/pc // 3,00 CZK/pc**

A3 - single-sided copy black and white // A3 double-sided copy black and white **3,00 CZK/pc // 4,00 CZK/pc**

A4 - printout from computer printer - one page **3 CZK**

**The cost of providing the information requested by the applicant in connection with an exceptionally extensive search:**

* for each hour of searching, the cost is **CZK 571.47** (if the search was performed by a doctor);
* for each hour of searching, the cost is **CZK 237.20 (**if the search was performed by an employee with a secondary education).
* All types of documents and acts are procured at the prices specified in this tariff.
* The final price for providing information is the sum of the partial prices listed in the tariff.
* Issuance of the information is subject to payment of a fee.

The price of a copy may be subject to change, so the current price of a copy is listed on the IHBT website. If requested by the applicant, it may also be provided by telephone at 221 977 217 or by e-mail to the following address: info@uhkt.cz.