

POLICY ON INSPECTION OF STATUTORY REGISTERS, RETURNS, RECORDS AND ISSUE OF CERTIFIED COPIES

1. PREAMBLE

This Policy on Inspection of Statutory Registers, Returns, Records and Issue of Certified Copies (“Policy”) has been formulated by the Board of Directors of **Him Teknoforge Limited** (“Company”) in accordance with the provisions of the Companies Act, 2013 (“Act”), the rules made thereunder, applicable provisions of the Securities and Exchange Board of India (“SEBI”) regulations, the Secretarial Standards issued by the Institute of Company Secretaries of India (“ICSI”), and other applicable laws.

The Policy seeks to ensure transparency, accountability and uniformity in providing inspection rights and certified copies/extracts of statutory records to members and other persons entitled under law.

2. OBJECTIVE

The objectives of this Policy are to:

- a. provides a structured framework for inspection of statutory registers, returns, records and documents maintained by the Company;
- b. regulates the process for obtaining extracts and certified copies thereof;
- c. safeguard confidential and sensitive information of the Company and its stakeholders; and
- d. ensure compliance with applicable provisions of law and principles of good corporate governance.

3. APPLICABILITY

This Policy shall apply to:

- all statutory registers, records, returns and minute books maintained by the Company under applicable law which are allowed to inspect under law;
- shareholders/members;
- debenture holders and security holders;
- beneficial owners;
- regulatory authorities; and
- such other persons as may be entitled under applicable law.

4. LEGAL FRAMEWORK

This Policy is framed pursuant to, inter alia:

- Sections 88, 94, 119, 120, 171 and other relevant provisions of the Companies Act, 2013;
- Companies (Management and Administration) Rules, 2014;
- Secretarial Standards on Meetings issued by ICSI; and
- any statutory modification or re-enactment thereof.

5. DEFINITIONS

Unless the context otherwise requires:

5.1 “Act”

means the Companies Act, 2013 and the rules framed thereunder, as amended from time to time.

5.2 “Board”

means the Board of Directors of the Company.

5.3 “Company”

means **[Name of the Company] Limited**.

5.4 “Member”

means a person whose name is entered in the Register of Members of the Company.

5.5 “Statutory Records”

includes statutory registers, returns, minute books, records, documents and books maintained under applicable law.

5.6 “Certified Copy”

means a copy certified as a true copy by the Company Secretary or any officer authorised by the Board.

Words and expressions used but not defined herein shall have the meanings assigned to them under the Act or applicable law.

6. STATUTORY RECORDS AVAILABLE FOR INSPECTION

Subject to applicable law, the following records shall be available for inspection:

- a. Register of Members;

- b. Register of Debenture Holders and other Security Holders;
- c. Foreign Register(s), if any;
- d. Annual Returns;
- e. Register of Directors and Key Managerial Personnel and their Shareholding;
- f. Register of Charges;
- g. Minutes Books of General Meetings;
- h. Copies of instruments creating charges;
- i. such other registers, records and documents as may be required under applicable law.

7. PLACE OF MAINTENANCE AND INSPECTION

The statutory records shall be maintained at the Registered Office of the Company or at such other place as approved by the Board and permitted under applicable law.

Inspection shall ordinarily be permitted during business hours on all working days between 11:00 A.M. and 1:00 P.M. or during such other time as may be approved by the Company.

8. PERSONS ENTITLED TO INSPECTION

Inspection rights shall be available to:

- a. Members of the Company;
- b. Debenture holders and other security holders;
- c. Beneficial owners;
- d. Regulatory/statutory authorities;
- e. Any other person entitled under applicable law upon payment of prescribed fees.

9. PROCEDURE FOR INSPECTION

9.1 Request for Inspection

A person seeking inspection shall submit a written request or electronic application to the Company Secretary specifying:

- name and address of applicant;
- folio number/DP ID and Client ID, where applicable;
- details of records sought for inspection; and

- authority or entitlement for inspection.

9.2 Verification

The Company may verify the identity and entitlement of the applicant before granting inspection.

9.3 Mode of Inspection

Inspection may be provided:

- physically at the Registered Office or other approved place; or
- electronically, where permissible under applicable law.

10. FEES FOR INSPECTION

The following fees shall apply unless otherwise prescribed under law:

Particulars	Fees
Inspection of Register of Members, Debenture Holders and Annual Return by Member	Nil
Inspection by any other person	₹50 per inspection
Inspection of Minutes Books by Member	Nil
Inspection by regulatory/statutory authority	As per applicable law

The Board may revise administrative charges from time to time within the limits prescribed under applicable law.

11. ISSUE OF EXTRACTS AND CERTIFIED COPIES

- I. Any person entitled under law may apply for extracts or certified copies of statutory records.
- II. Certified copies or extracts shall be provided within the timelines prescribed under the Companies Act, 2013 and applicable rules.
- III. Copies shall be certified by the Company Secretary or such other officer authorized by the Board.

12. FEES FOR CERTIFIED COPIES

The following fees shall be payable:

Particulars	Fees
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Extract/certified copy of statutory register or return	₹10 per page
Certified copy of Minutes Book	₹10 per page

The fees stated above shall be subject to statutory limits prescribed under applicable law.

13. RESTRICTION ON DISCLOSURE

The Company shall ensure compliance with applicable data privacy and confidentiality requirements.

The following information shall not be disclosed except where required by law:

- Permanent Account Number (PAN);
- bank account details;
- email addresses;
- telephone numbers;
- specimen signatures;
- password credentials;
- other sensitive personal information.

The Company reserves the right to redact confidential or protected information prior to permitting inspection or issuing copies.

14. REFUSAL OF INSPECTION OR COPIES

The Company may refuse inspection or issuance of copies where:

- a. the applicant is not entitled under law;
- b. the request is incomplete or defective;
- c. disclosure is prohibited under applicable law or judicial/regulatory direction;
- d. the information sought contains confidential or sensitive information protected by law;
- e. the request is frivolous, repetitive or vexatious.
- f. the information is Solicited in specific format or data structure.

Reasons for refusal shall be recorded in writing.

15. AUTHORITY AND ADMINISTRATION

The Company Secretary shall be responsible for:

- implementation and administration of this Policy;
- processing inspection requests;
- maintaining records of inspections conducted;
- ensuring compliance with statutory requirements.

16. REVIEW AND AMENDMENT

The Board may amend, modify or substitute any provision of this Policy in whole or in part at any time in accordance with applicable law.

Any amendment in applicable law shall automatically apply to this Policy to the extent of inconsistency.

17. INTERPRETATION

In case of ambiguity or conflict between this Policy and applicable law, the provisions of applicable law shall prevail.

The interpretation of this Policy by the Board shall be final and binding.

18. DISCLOSURE

This Policy shall be hosted on the website of the Company, if required under applicable law, and shall be made available for inspection as prescribed.

FORMAT OF APPLICATION FOR INSPECTION / CERTIFIED COPIES

To
The Company Secretary
Him Teknoforge limited

Date:

Subject: Request for Inspection / Certified Copies

1. Name of Applicant: _____
 2. Category:
 - Member
 - Debenture Holder
 - Beneficial Owner
 - Other (Specify) _____
 3. Folio No./DP ID & Client ID: _____
 4. Details of records requested: _____
 5. Purpose (if applicable): _____
 6. Nature of Request:
 - Inspection
 - Certified Copy
 - Extract
 7. Contact Details: _____
- Signature: _____