GRE™

TOWARDS NEW ENERGY

STANDARD OPERATING PROCEDURE (SOP)
For Processing Requests for Inspection of or Furnishing Copies of Statutory Registers and Annual Return

Purpose

This Standard Operating Procedure ("SOP") prescribes the procedure to be followed by any applicant seeking inspection of or copies/extracts from the Statutory Registers or Annual Return maintained by GRE Renew Enertech Limited under the Companies Act, 2013.

The SOP has been framed to ensure uniform processing of applications, proper verification of applicants, compliance with applicable laws and maintenance of adequate audit trails.

Legal Basis

This SOP has been framed pursuant to the provisions of Sections 88, 92 and 94 of the Companies Act, 2013 read with the Companies (Management and Administration) Rules, 2014 and shall be read in conjunction with all applicable statutory provisions, rules, notifications and amendments

Applicable Records

This SOP shall apply to requests relating to:

- Register of Members
- Register of Debenture Holders
- Register of Other Security Holders
- Annual Return
- Any other statutory register or return which is permitted to be inspected or copied under the Companies Act, 2013.

Procedure to be followed by the Applicant

Step 1 – Submission of Application

The applicant shall submit the prescribed Application Form (Annexure A), duly completed, signed and dated, by email to cs@greindia.com with a copy marked to info@greindia.com, together with the following self-attested documents, wherever applicable:

- Self-attested Proof of Identity (such as PAN Card, Aadhaar Card, Passport, Driving Licence or Voter ID Card);
- Self-attested Proof of Shareholding (such as a recent Demat Holding Statement, Client Master List or Share Certificate, as applicable);
- Self-attested Authority Letter, Power of Attorney or Certified True Copy of the Board Resolution, where the application is made through an authorised representative or by a body corporate;
- Valid Email Address for receipt of the requested documents; and
- Any other document or information as may be required by the Company for processing the application.

Applications received merely through email requesting inspection of or copies/extracts from the Statutory Registers or Annual Return, without the prescribed Application Form and the requisite supporting documents, shall not be treated as complete applications and shall not be processed until all the requirements prescribed under this SOP have been complied with.

Step 2 – Preliminary Scrutiny by the Company

Upon receipt of the application, the Company shall:

- verify the completeness and adequacy of the supporting documents;
- Issue an acknowledgement confirming receipt of the application, subject to preliminary scrutiny and compliance with this SOP.
- Sought for additional information, if required.

Incomplete applications shall remain pending until all deficiencies are rectified.

Step 3 – Fee Intimation

After preliminary scrutiny, the Company shall:

- determine the applicable statutory fee;
- calculate the estimated number of pages;
- communicate the total amount payable;
- provide bank account details; and

The fee intimation shall remain valid for 7 (Seven) days. If payment is not received within such period, the application may be treated as closed. Processing shall commence only after receipt of the applicable fee and fulfilment of all requirements under this SOP.

Step 4 – Payment of Fees

The applicant shall remit the applicable fee.

Presently, the fee prescribed under Rule 14 of the Companies (Management and Administration) Rules, 2014 is ₹10 (Rupees Ten only) per page, or such other fee as may be prescribed under applicable law.

Payment may be made through:

- NEFT
- IMPS

Step 5 – Submission of Proof of Payment

The applicant shall forward:

- UTR Number;
- Transaction Reference;
- Proof of Payment;

to cs@greindia.com and info@greindia.com of the Company.

Step 6 – Verification of Payment

The Finance Department shall verify the payment.
Processing of the application shall commence only after confirmation of receipt of payment.

Step 7 – Internal Processing

After verification of payment, the Company shall:

- Verify the statutory entitlement;
- The company secretary or an authorised officer shall review the application;
- Forward the request to the registrar and share transfer agent (RTA);
- Verify the records received from the RTA.

Step 8 – Furnishing of Information

The approved copies shall ordinarily be furnished only through the Company's official email ID. No physical copies shall ordinarily be dispatched unless otherwise required under applicable law. The Company's email transmission record shall constitute proof of dispatch. The documents may be password protected and/or electronically watermarked before transmission.

Incomplete Applications

Applications shall not be processed where:

- Prescribed application form has not been submitted;
- Supporting documents are incomplete;
- Applicable fee has not been received;
- Proof of payment has not been furnished;
- Clarification sought by the company remains pending.

Timeline for Processing

The Company shall process complete applications within the timeline prescribed under the Companies Act, 2013 and the rules made thereunder.

The prescribed timeline shall commence only upon receipt of:

- The duly completed Application Form;
- All prescribed supporting documents; and
- The applicable statutory fee, duly confirmed by the Finance Department.

Any delay attributable to the applicant, including delay in furnishing documents or payment of fees, shall be excluded while computing the prescribed timeline.

Record Retention

The Company shall maintain records of:

- Application;
- Email dispatch record;
- Proof of payment.

Important Notes

- Every request shall be treated as an independent application.
- Every fresh request shall require a fresh Application Form and payment of the applicable statutory fee.
- Submission of an email alone shall not constitute a valid application.
- Processing timelines shall commence only after receipt of a complete application together with all supporting documents and payment confirmation.
- The Company may seek additional documents or clarification wherever considered necessary.
- Nothing contained in this SOP shall limit any statutory right available under the Companies Act, 2013.

Annexure A
Application for Inspection / Copy of Statutory Register / Annual Return

Sr No.	Particular	Details
1.	Name of Applicant	
2.	Whether Member / Other Person	
3.	Folio No/ DP ID / Client ID	
4.	PAN	
5.	Address	
6.	Email Address	
7.	Mobile Number	
8.	Particulars of Register Required	
9.	Date as on which information is required	
10.	Purpose for which the information is Sought	
11.	Number of Copies Required	
12.	Details of Fee Paid	
13.	Mode of Payment	
14.	UTR / Transaction Reference No.	
15.	Date of Payment	
16.	Self-attested Identity Proof Attached (Yes/No)	
17.	Self-attested Proof of Shareholding Attached (Yes/No)	
18.	Authority Documents Attached (if applicable)	

Declaration:
I hereby declare that the information furnished by me is true and correct. I undertake that the information obtained pursuant to this application shall be used only for lawful purposes and in accordance with applicable laws. I further acknowledge that the Company shall process my request in accordance with its SOP for Inspection and Furnishing Copies of Statutory Registers and Annual Return.

Signature of applicant

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Name of Applicant:

Date:
Place: