



**INDIAN INSTITUTE OF INSURANCE SURVEYORS
AND LOSS ASSESSORS**

CIN:U80902TG2005NPL047675

**Registered Office: 6-1-73, Office No.104 &106, First Floor,
Saeed Plaza, Lakdikapul, Hyderabad 500004, Telangana,
India.**

E-mail:admin@iiisla.co.in;

Website:<http://www.iiisla.co.in/>

Tel: 040- 23261072/73

NOTICE

Notice is hereby given that the **14th Annual General Meeting (AGM)** of the Members of M/s. INDIAN INSTITUTE OF INSURANCE SURVEYORS AND LOSS ASSESSORS will be held on 30th September 2022 at 02:30 PM at Hotel Best Western Ashoka Near Metro Station 6-1,70, Lakdikapul Road, near to Lakdikapul, Hyderabad, Telangana -500004 and also through Video Conferencing or Other Audio-Visual Means ('VC/OAVM') to transact the following business:

ORDINARY BUSINESS:

1. To receive, consider and adopt the Audited Financial Statements of the Company for the financial year ended 31st March 2022, together with the notes attached thereto, along with Reports of the Board of Directors and Auditors thereon.

SPECIAL BUSINESS:

2. **Approval of Minimum Professional Survey Fee Schedule and Technological Up Gradation for the benefit of the Profession**

To consider and if thought fit, to pass with or without modification, the following resolution as Ordinary Resolution

"Resolved That technological up gradation(s) in the benefit of the profession and minimum professional survey fee schedule be and is hereby accorded in terms of Article 52(2)(xvi) as per the explanatory statement to the notice".

"Resolved Further That the Council of the Company be and is hereby further authorized to modify the fees to the extent of 25% upward or downward and file the relevant

documents with the Registrar of Companies, Telangana and to do all such acts and deeds as may be deemed expedient and necessary to give effect to this resolution.”

3. **Approval of Exemption's Availment granted to section 8 Companies under the companies Act, 2013 vide Notification**

To consider and if thought fit, to pass with or without modification, the following resolution as an Ordinary Resolution:

“**RESOLVED THAT** the consent of members be and is hereby accorded to avail and take advantages of any and all exemptions vide notification G.S.R. 466(E) dated 05th June, 2015 for Exemptions to Section 8 (Non-Profit) under section 462 of Companies Act, 2013 in terms of the provisions of the companies Act, 2013 read with rules, regulations & other notifications as may be issued by the Ministry from time to time as long as they are not detrimental to the interest of the Company.”

“**RESOLVED FURTHER THAT** the Council of the Company be and is hereby authorized to file the relevant documents with the Registrar of Companies, Telangana and to do all such acts and deeds as may be deemed expedient and necessary to give effect to this resolution.”

**For INDIAN INSTITUTE OF INSURANCE SURVEYORS
AND LOSS ASSESSORS**

Place: Hyderabad
Date: 06th September, 2022

LALIT GUPTA
PRESIDENT
DIN: 00626039
926, Sector 21D, HUDA, Faridbad-121001

NOTES:

1. In accordance with the Ministry of Corporate Affairs, ("MCA") General Circulars Nos. 14/2020 dated April 8, 2020, 17/2020 dated April 13, 2020, 20/2020 dated May 5, 2020, 02/2021 dated January 13, 2021, 21/2021 dated December 14, 2021 and 2/2022 dated May 5, 2022, respectively, ("the MCA Circulars") the Annual General Meeting ("AGM") will be held without the physical presence of the Members at a common venue and Members can attend and participate in the AGM through VC/OAVM., it has been decided to convene the 14th Annual General Meeting ('AGM') of the Company through both the modes i.e., through physical mode and through VC/OAVM facility on Friday 30th September, 2022 at 2.30 PM (IST).
2. The attendance of the Members attending the AGM through VC/OAVM will be counted for the purpose of reckoning the quorum under Section 103 of the Companies Act, 2013
3. Since, the AGM is being held through both the modes i.e. Physical mode and VC/OAVM, the Attendance Slip and the Route map of the AGM venue is annexed with this Notice.
4. Every member shall have one vote on each resolution subject to Articles of Association of the Company.
5. The statutory registers as stipulated under the Act will be available for inspection during the AGM.
6. All Documents referred to in the accompanying notice are open for inspection at the registered office of the Company upto the date of the Annual General Meeting.
7. Member who intends to attend the AGM physically are required to bring the duly filled Attendance Slip enclosed herewith to attend the meeting.
8. In compliance with the aforesaid MCA Circulars, the Notice of the AGM along with the Annual Report 2021-22 is sent through electronic mode to those Members whose email addresses are registered with the Company. Members may note that the Notice and Annual Report 2021-22 will also be available on the Company's web site viz. <https://www.iiisla.co.in/> and the E-Voting Agency.
9. Members who have not yet registered their email addresses are requested to register the same by providing their name, Membership Number, e-mail id to receive the notice calling AGM, Annual Report & other documents permissible to be sent through electronic mode, by sending e-mail to admin@iiisla.co.in (Mr. Unni Anand, Admin).
10. Members may send their queries, if any, on the financial statements/operations of the Company at admin@iiisla.co.in, at least 7 days before the meeting, so that the information can be compiled in advance. The same will be replied by the Company suitably.

11. Pursuant to the provisions of Section 108 and other applicable provisions, if any, of the Act, read with Rule 20 of the Companies (Management and Administration) Rules, 2014, as amended, Members are provided with the facility to cast their vote on all items/resolutions set forth in this Notice, through e-voting on NSDL's e-voting platform.
12. Members who have cast their vote by remote-voting prior to the meeting may also attend the meeting but shall not be entitled to cast their vote again.
13. Those Members, who will be attending the AGM through VC/OAVM facility and have not cast their vote on the Resolutions through remote e-voting and are otherwise not barred from doing so, shall be eligible to vote through e-voting system during the AGM.
14. Those Members, who will be attending the AGM physically at the Venue and have not cast their vote on the Resolutions through remote e-voting and are otherwise not barred from doing so, shall be eligible to vote through e-voting system or ballot/polling papers during the AGM.
15. Persons whose name appears in the Register of Member (List of Good Standing Members) as on 6th of September, 2022 (cut-off date) shall be entitled to vote by way of e-voting on the date of AGM and remote e-voting on the Resolution(s) set forth in this Notice. Any person who is not a member as on the above cut-off date should treat this Notice for information purpose only.
16. The remote e-voting facility will be available during the following period:

Date and Time of Commencement Of Remote E-Voting	From 09:00am (Server Time) on Tuesday, 27th September, 2022
Date and Time of Conclusion of Remote E-Voting	Upto 05:00 pm (Server Time) on Thursday, 29th September, 2022

Note: Remote e-voting will not be allowed beyond the aforesaid date and time and the e-voting module shall be disabled by NSDL upon expiry of aforesaid period.

17. The Board of Directors (Council Members) has appointed Dr. (CS) Ajay Garg, Corporate Counsel & Lawyers (FCS: 3993) as Scrutinizer to scrutinize the e-voting process in a fair and transparent manners.

The Scrutinizer shall, after the conclusion of e-voting at the AGM, first count the votes cast vide e-voting at the AGM and thereafter shall, unblock the votes cast through remote e-voting, in the presence of at least two witnesses not in the employment of the Company.

18. **Declaration of results of voting:** The Scrutinizer will submit the report on votes cast in favour or against and invalid votes, if any, to the Chairman or any other person authorized by him, who shall countersign the same, and the result of the voting will be declared within the time stipulated under the applicable laws. The voting results along

with the Scrutinizer's report, will be hosted on the Company's website viz. <https://www.iiisla.co.in/> and the website of NSDL www.evoting.nsdl.com.,

19. There solutions shall be deemed to be passed on the date of AGM subject to receipt of requisite number of votes in favor of the resolution(s).
20. Members are requested to carefully read the “**Procedure and Instructions for remotee-voting**” given below.

The way to vote electronically on NSDL e-Voting system consists of “Two Steps” which are mentioned below:
Step1: Log-into NSDL e-Voting system at https://www.evoting.nsdl.com/
Step2: Cast your vote electronically on NSDL e-Voting system.

Details on Step 1 is mentioned below:

How to Log-into NSDL e-Voting website?

- a) Visit the e-Voting website of NSDL. Open web browser by typing the URL <https://www.evoting.nsdl.com/> either on a Personal Computer or on a mobile;
- b) Once the home page of e-Voting system is launched, click on the icon ‘Login’ which is available under ‘Shareholders/Members’ section.
- c) After clicking on the ‘Login’ which is available under ‘Shareholders/Members’ section, a new screen will open. You are required to enter the login credentials (i.e. User ID and password) as received on the mail-id registered with the Company from NSDL. After entering these details appropriately, click on ‘LOGIN.’
- d) On successful login, the system will prompt you to change password on firstlogin. Further, User shall select the “Security Question” from the drop down list and enter the answer in “Answer” field. This security question shall be used in case user forgets the password. An email shall be sent to the email id registered with the E-voting platform, click on “Confirm” button as shown below.

Note: You are required to mandatorily change your password. The new password shall comprise of minimum 8 characters with at least one upper case (A-Z), one lower case (a-z), one numeric value (0-9) and a special character (@, #, \$, etc.,).

Example: Notice@1234

- e) Upon the successful change of Password, the system will prompt you to the new screen for remote e-voting.
- f) Now you are ready for remote e-voting.

Details on Step2 is given below:

How to cast your vote electronically on NSDLE-Voting system?

- a) After successful login at Step1, you will be able to see the Home page of e-Voting. Click on e-Voting. Then, click on Active Voting Cycles.
- b) User may select the e-voting cycle for voting by clicking on the hyperlink of "EVEN" (Electronic Voting Event Number) as shown below. Kindly, select the "EVEN" i.e., 'Indian Institute of Insurance Surveyors and Loss Assessors'
- c) Now you are ready for e-Voting as the Voting page opens.
- d) Cast your vote by selecting appropriate options i.e. assent or dissent and click on "Submit" and also "Confirm" when prompted.
- e) Upon confirmation, the message "Vote cast successfully" will be displayed.
- f) Once you confirm our vote, you will not be allowed to modify your vote.
- g) It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- h) In case of any queries, you may call on toll free no: 1800-222-990 or send a request to evoting@nsdl.co.in.

INSTRUCTIONS FOR E-VOTING ON THE DAY OF THE AGM FOR THE MEMBERS WHO ARE ATTENDING THE MEETING THROUGH VC/OAVM FACILITY ARE AS UNDER:

- a) The procedure for e-Voting on the day of the AGM is same as the instructions mentioned above for remote e-voting.
- b) Only those Members/ shareholders, who will be attending the AGM through VC/OAVM facility and have not casted their vote on the Resolutions through remote e-Voting and are otherwise not barred from doing so, shall be eligible to vote through e-Voting system during the AGM.
- c) Members who have voted through Remote e-Voting will be eligible to attend the AGM. However, they will not be eligible to vote at the AGM.

INSTRUCTIONS FOR VOTING ON THE DAY OF THE AGM FOR THE MEMBERS WHO ARE ATTENDING THE MEETING PHYSICALLY AT THE VENUE ARE AS UNDER:

- a) Only those Members/ shareholders, who will be attending the AGM physically at the Venue and have not casted their vote on the Resolutions through remote e-Voting and are otherwise not barred from doing so, shall be eligible to vote through e-Voting system or Ballot/Polling papers as provided in the AGM.

- b) Members who have voted through Remote e-Voting will be eligible to attend the AGM. However, they will not be eligible to vote at the AGM.
- c) Members who will be attending the AGM physically at the Venue are compulsory required to adhere to COVID-19 guidelines issued by the relevant authorities.

INSTRUCTIONS FOR MEMBERS FOR ATTENDING THE AGM THROUGH VC/OAVM ARE AS UNDER:

- a) Member will be provided with a facility to attend the AGM through VC/OAVM through the NSDL e-Voting system. Members may access the same at <https://www.evoting.nsdl.com/> under shareholders/members login by using the remote e-voting credentials. The link for VC/OAVM will be available in shareholder/members login where the EVEN of Company will be displayed. Please note that the members who do not have the User ID and Password for e-Voting or have forgotten the User ID and Password may retrieve the same by following the remote e-Voting instructions mentioned in the notice to avoid last minute rush. Further members can also use the OTP based login for logging into the e-Voting system of NSDL.
- b) The facility for joining the Meeting will be kept open at least 15 minutes before the time scheduled for the Meeting and shall not be closed till the expiry of 15 minutes after the Scheduled time of Meeting.
- c) This facility shall be available to the 1000 Members to participate on a first-come-first served basis.
- d) Members are encouraged to join the Meeting through Laptops for better experience.
- e) Further Members will be required to allow Camera and use Internet with a good speed to avoid any disturbance during the meeting.
- f) Please note that Participants Connecting from Mobile Devices or Tablets or through Laptop connecting via Mobile Hotspot may experience Audio/Video loss due to Fluctuation in their respective network. It is therefore recommended to use Stable Wi Fi or LAN Connection to mitigate any kind of aforesaid glitches.
- g) Shareholders who would like to express their views/have questions on the financial statements/operations of the Company may send their queries at admin@iisla.co.in at least 7 days before the meeting, so that the information can be compiled in advance. The same will be replied by the company suitably.
- h) In case of any queries, you may call on toll free no: 1800-222-990 or send a request to evoting@nsdl.co.in.

IN CASE YOU HAVE NOT RECEIVED USER-ID OR PASSWORD FROM NSDL:

In case you have not received user-id or password from NSDL, you can alternatively use OTP based log-in on <https://www.evoting.nsdl.com> (Under Shareholder/Member Login)

User-Id will be as follows:

User ID: EVEN No+ Membership No (Without using slash '/')

For Example: If your Membership is A/S/12345 and EVEN for the AGM is 101010 Then the user-id will be: 101010AS12345

Note : EVEN No of the 14th Annual General Meeting will be available on the website of the IISLA.

Select login type as OTP and follow the instructions and proceed. The OTP will be sent to your registered Mobile Number and E-Mail, using the OTP received you can log-in and cast your vote.

For any queries or issues relating to e-voting, the Members may write the same to the following from the e-mail id registered with the Company (IISLA) only:

NSDL Helpdesk at Tel No. (Toll Free) 1800-222-990

E-Mail Us at: evoting@nsdl.co.in

Note:

Any query or issues written from the mail-id other than registered mail-id shall not be entertained and addressed. Company or E-voting Agency shall not be held responsible.

EXPLANATORY STATEMENT PURSUANT TO SECTION 102(1) OF THE COMPANIES ACT, 2013

ITEM NO. 2:

Approval of Minimum Professional Survey Fee Schedule and Technological Up Gradation for the benefit of the Profession

As per Article 52(2)(xvi) of the AOA of the Company the council is authorized to fix the schedule of minimum professional fees to be charged by the members associated with the nature of work from time to time. The Council approved the new fees schedule in its meeting held on 05th September, 2022. The brief revised fees schedule is annexed herein. Relevant documents, if any, referred to in this notice and the explanatory statement pursuant to section 102 of the Act, will be available for inspection via electronic mode from the date of circulation of this notice up to the last date of remote e-voting. In the event, any Member desires to inspect such Documents, may write an email to the company at admin@iisla.co.in by mentioning their name, Membership No., Mobile number and copy of pan Card attached. The Company shall thereafter suitably make the Documents available on/ through Electronic Mode.

Technological up gradation and adaptation is a continuous journey towards excellence in any profession. UDIN and other technologies are being explored so that journey towards professional excellence continues in robust way. Technologies helps in gaining confidence of various stakeholders and their adaptation is the need of the hour.

None of the Directors, Key Managerial Personnel of the Company or their relatives is, in any way, concerned or interested in the Resolution.

The Board recommends the Ordinary Resolution as set out for approval by the Members.

ITEM NO. 3:

Approval of Exemption's Availment granted to Section 8 Companies under the companies Act, 2013 vide Notification

The company registered under Section 8 shall enjoy all the privileges and subject to all the obligations of limited companies. Such companies do enjoy certain exemptions and privileges from various provisions of the Act as granted under the Notification No. GSR 466(E) dated 05th June, 2015 issued by the Ministry of Corporate Affairs.

The Company is also a Section 8 Company and wants to enjoy the exemptions available to the Section 8 Company as per notification no:-GSR 466(E) dt: 05/06/2015 as long as they are not detrimental to the interest of the Company. In this series, the Board of the Company already approved the Resolution in the Board Meeting held on 05th September, 2022. Now Council of the Company seeks member's approval in this connection.

None of the Directors, Key Managerial Personnel of the Company or their relatives is, in any way, concerned or interested in the Resolution.

The Board recommends the Ordinary Resolution as set out for approval by the Members.

**For INDIAN INSTITUTE OF
INSURANCE SURVEYORS AND LOSS ASSESSORS**

**LALIT GUPTA
PRESIDENT
DIN: 00626039**

**Place: Hyderabad
Date: 06th September, 2022**

926, Sector 21D, HUDA, Faridbad-121001

IIISLA SCHEDULE OF SURVEY / INVESTIGATION FEES/ EXPENSES

Effective Date:

This Proposed IIISLA survey Fee schedule shall be effective after approvals of members in AGM FY 2021-2022.

(1) Material Damage:

S.No.	Assessed Loss (Rs.)	Proposed Fees (Rs.)
1.	Upto 50,000/-	15% of the assessed loss subject to minimum of 5000/-
2.	Above 50,000 upto 1,00,000/-	9,000/- + 2.75% on balance above 50,000/-
3.	Above 1,00,000/- upto 10,00,000/-	11500 + 2% on balance above 1,00,000/-
4.	Above 10,00,000/- upto 25,00,000/-	35000 + 1.75% on balance above 10,00,000/-
5.	Above 25,00,000/- upto 50,00,000A	70000 + 1.50% on balance above 25,00,000/-
6.	Above 50,00,000/- upto Rs. 1,00,00,000/-	1,00,000 +1.25% on balance above 50,00,000/-
7.	Above 1,00,00,000/- upto Rs.5,00,00,000/-	1,75,000 + 1% on balance above 1,00,00,000/-
8.	Above 5,00,00,000/- upto Rs. 15,00,00,000	Rs.3,50,000/- plus 0.75% on the balance above Rs.5,00,00,000/-
9.	Above 15,00,00,000/- upto Rs.50,00,00,000/-	Rs.12,50,000/- plus 0.50% on the balance above Rs.15,00,00,000/-
10.	Above 50,00,00,000/-	Rs.25,00,000/- plus 0.25% on balance above Rs.50,00,00,000 Subject to a Max. of Rs.35,00,000/-

Notes -

1 For assessment under Indemnity as well as Reinstatement Value Policies, the survey fees applicable will be on the **Gross assessed loss** on Reinstatement Value Basis.

2 In cases where the claim is not admissible but surveyor has assessed the loss, without prejudice, survey fee should be paid based on the **assessed loss**.

(2) Loss of Profit:

Assessed Loss (Rs.)	Proposed Fees (Rs.)
Upto 5,00,000/-	300% of Material Damage Fees
Above 5,00,000/- upto 10,00,000/-	Rs.42,500/- + 150% of fees for Material Damage on balance amount exceeding Rs.5,00,000/-
Above 10,00,000/-	Rs.61,000/- + 125% of fees for material damage on balance amount exceeding Rs.10,00,000/- subject to a maximum of Rs.18,00,000/-.

(3) Preliminary Survey Fees:

Appointment of any preliminary surveyor for Property Damage Claim should be avoided as far as possible. In case, any preliminary surveyor has to be appointed then his fees may be paid at flat amount of Rs.5,000/- irrespective of category of the surveyor.

(4) Fees Payable to the Surveyors where assessment of the claim is not required:

Appearance in a Court / Tribunal / Ombudsman once / Consumer Forum etc.

Type of Licence issued by IRDAI	Proposed Fees (Rs.)
Fellow Member	Rs. 15,000/- per day
Associate Member	Rs. 10,000/- per day
Licentiate Member	Rs. 7500/- per day

(5) Total loss claims:

A claim may be treated as Total Loss when salvage value is below 5% of the sound value of the property destroyed. The fee to be paid for total loss claim may be restricted to 75% of the fees prescribed for normal claims as per estimate irrespective of IDV.

(6) Salvage:

When the surveyor is required to undertake reconditioning and sale of salvage on behalf of the Account / Interest concerned, he may be paid fees and actual expenses maximum upto 7.5% of value realized subject to max. Rs.15,00,000/-.

II MISCELLANEOUS / AGRICULTURE DEPARTMENT

(1) Schedule of Survey Fees:

Proposed to practice i.e. to use Fire & Engineering Survey Fee Schedule for Miscellaneous and Agricultural Departments also.

III MARINE (CARGO) SURVEY FEES

(a) Assessment of Loss/Damage to all types of Cargo:

S. No.	Type of Licence issued by IRDAI	Proposed Fees
1	Fellow Member	Rs.11,500/- for on the job exceeding 5 hrs per day subject to a maximum of Rs.75,000/-
2	Associate Member	Rs.9,000/- for on the job exceeding 5 hrs per day subject to a maximum of Rs.50,000/-
3	Licentiate Member	Rs.7500/- for on the job exceeding 5 hrs per day subject to a maximum of Rs.35,000/-

(b) On the job work not exceeding 5 hrs for any loss:

S. No.	Type of Licence issued by IRDAI	Proposed Fees
1	Fellow Member	Maximum of Rs.7500/-
2	Associate Member	Maximum of Rs.5000/-
3	Licentiate Member	Maximum of Rs.3500/-

Notes –

1 Appointing office should pay the survey fees, if the insured does not pay. Survey fees should also be paid, even if the liability to the insurer is NIL under the policy provided the surveyor is appointed by insurers.

2 For claims involving machinery and equipment requiring detailed inspection in line with Engineering Surveys to ascertain the extent of loss, Fire & Engineering Schedule of Fee will be applicable.

(2) Claims for non- delivery and shortages

S. No.	Category of Surveyor	Proposed Fees
1	Fellow Member	Maximum of Rs.7,500/-
2	Associate Member	Maximum of Rs.5000/-
3	Licentiate Member	Maximum of Rs.3,500/-

Note - For Claims involving machinery and equipment requiring detailed inspection in line with Engineering Surveys to ascertain the extent of loss, Fire & Engineering Schedule of Fees will be applicable.

IV MOTOR DEPARTMENT

S. No.	Estimate of Repairs (Rs.)	Proposed Fees
1	Up to 20,000/-	Rs. 850/-
2	20,000/- to 50,000/-	Rs. 2000/-
3	50,000/- to 1,00,000/-	Rs.3000/-
4	1,00,000/- to 2,00,000/-	Rs.4000/-
5	Above Rs.2,00,000/	Rs.4000/-+ 1.5% on balance amount above Rs.2,00,000/- subject to a maximum of Rs.25,000/- or on estimate provided irrespective of IDV.

(2) Valuation of Vehicle

Proposed Fee	
Two & Three Wheeler	- Rs.1000/-
Pvt Cars/taxis	- Rs. 2500/-
Others	- Rs. 3500/-

(3) Investigation for OD Claims

Proposed
Rs.3500/- plus conveyance by car as per prevailing conveyance rates TA and DA and other out of pocket expenses. Additional fee for additional effort for complicated cases. In exceptional circumstances the Third party claim investigator may be reimbursed.

(4) Re-inspection I Spot Survey Fees:

S. No.	Re-inspection / Spot Survey	Proposed Fees
1.	Upto 80 Kms	Rs. 1500/-
2.	Above 80 Kms	Rs. 2000/-

(5) Outstation Survey (Spot/Final/Reinspection) involving overnight Stay away from the normal place of work:

Fees calculated at 150% of the amount determined as per scale given above will be payable.

(6) Motorized Machines:

The above schedule is to apply for Survey jobs in respect of motorized machines also. However, in the case of following types of miscellaneous class vehicles, Fire & Engineering fee schedule may apply.

- (a) Cranes: Breakdown vehicles, mobile cranes and goods carrying vehicles having a crane as a part of or fixed to the vehicle or trailer.
- (b) Dumpers, Dust Carts, Water Carts, Road Sweepers and Tower Wagons, Mechanical Navies, shovels, Grabs, Excavators, Mobile Plant, Road Rollers, Site Clearing and Leveling Plant and Tar Sprayers.

V AVIATION DEPARTMENT**Survey Fees:**

- (i) Assessment of Loss/Damage by any Aviation Surveyor licensed in India - Rs. 25,000/- per man hour day for eight hours. Expenses payable as per Section VI (General Provisions) of Survey Fee Schedule shall be in addition to the above fees. Other than this proper conveyance should be given.

(ii) Assessment of Loss/Damage by Foreign/overseas/global Aviation Surveyors — to be decided by the Companies.

VI GENERAL PROVISIONS APPLICABLE TO ALL DEPARTMENTS

(1) Fees for Joint Survey:

It has been proposed for appointment of Joint Surveyors shall be at the discretion of Head Office and fee for joint survey may be paid @ 200% of the schedule to be shared equally.

(2) Fees of Consultant / Specialist:

Wherever a Consultant / Specialist is appointed to assist the surveyor, his fee shall be negotiated and agreed at the time of appointment itself. Rs.12,500/- minimum.

(3) Additional fees payable at the discretion of the company:

Whenever any special efforts are required for assessing loss in respect of complicated claims, payment of additional fees if any, may be decided by the companies as per the following level.

DGMs / CRMs	- Upto 150% of Survey Fees including the claims falling within the Financial Authority of Divisional Offices.
GM	- Upto 200% of Survey Fees
HCC	- Exceeding 200% of Survey Fees

(4) Investigation Fees (other than Motor):

Revised: DGMs / CRMs to negotiate in advance the fees depending upon status of the investigators and nature of investigation, subject to minimum Rs. 3500/- minimum.

(5) Conveyance Expenses:

(i) Survey undertaken within local Municipal limits / township/city/urban agglomeration

Class of City	Proposed fees
A Class Cities	Rs. 1000/ per visit/ No Capping
Other Places	Rs. 750/- per visit/ No Capping

(ii) Survey undertaken outside local Municipal limits/townships/urban agglomeration

(a) Reimbursement on actual basis (travel by Air/Rail)

Class of City	Proposed fees
Fellow member	Air (Economy) / AC II Tier
Associate and Licentiate member	AC-II - Discretion for allowing travel by higher classes for difficult areas and due to urgency shall be with CRM/DGM

(b) Where the surveyor travels by road:

- (i) Where the surveyor travels by road in his own car up to a distance of 350 Kms from his normal place of work to attend to a survey, he shall be paid uniformly a Km rate equal to 15% of the local price of petrol per litre for distance actually travelled. Where the distance travelled is more than 350 Kms, he may do so with the prior approval of the officer appointing him for the work
- (ii) Where the surveyor travels by taxi with the prior approval of the appointing officer he will be entitled to actual taxi fare incurred.

(6) Hotel charges:

Reimbursement of lodging charges for stay in any ITDC or 3 Star Hotel (A.C. single room) may be made to surveyor on production of original bills and receipts from the hotel. However, if accommodation is not available in any of the ITDC or 3 star Hotels, then the surveyor may stay in any other hotel in which case, the maximum lodging charges payable to the surveyor will be either the lodging charges applicable to ITDC / 3 Star Hotel or actual expenses incurred towards lodging charges whichever is lower.

(7) Daily halting Allowances

Classes of City	Proposed Fees
A Class Cities	Rs.2800/-
B Class Cities	Rs.2000/-
Other Places	Rs.1500/-

The Daily Halting Allowance shall be paid for the period commencing from the time of outward journey from the headquarter to the time of return to the headquarter. Payment of daily halting allowance shall be regulated by the following scale:

(a)	Every unit of 24 hours	Full daily halting allowance
(b)	Period exceeding 12 hours	Same as for 24 hour unit
(c)	Period exceeding 6 hours but not Exceeding 12 hours	50% of the amount for a 24 hour unit
(d)	Period not exceeding 6 hours	30% of the amount for a 24 hour unit

No daily halting Allowance shall be paid for journey within the jurisdiction of the Surveyors Headquarters i.e. Municipal or town limits.

Comments of Company
Charges to be reimbursed on the basis of actual number of digital photographs @ Rs.10/- per photo subject to a maximum of Rs.400/-. Bills / cash memos not to be insisted upon. In addition to still / digital photographs, Videography may be encouraged and actual expenses be reimbursed subject sent to a maximum of Rs.750/-.

Add on Services Charges

1. Documents verification - RS.100/- for online
2. No DV/Cheque/Previous Policy Copy/NCB/Policy Papers/Tax Invoice Copy will be insisted from Surveyor/No Attestation of Bill will be insisted whereas no any tax invoices investigations will be insisted.
3. Bill Check – Rs.150/-upto 50K Liability
 - Rs.250/- From 50 k to 1 L
 - Rs.350/-From 1 L to 5 L
 - Rs.500/-From 5 L to 10 L
 - Rs.750/- From 10 L to No Limit

Only 1 Copy either soft or hard copy will be provided. Both copies will charge Rs. 500/- Each
Uploading Charges Rs.250/- Case.

Duplicate copy of Report or Bill Check Rs. 250/- extra will be charged.

ATTENDANCE SLIP

14thAnnual General Meeting held on Friday, 30th September, 2022 at 2.30 PM.

DATE	Friday, 30 th September, 2022	TIME	02.30 PM
VENUE: Hotel Best Western Ashoka Near Metro Station 6-1,70, Lakdikapul Road, near to Lakdikapul, Hyderabad, Telangana 500004, India			

Regd.Folio/MembershipNo	
(Ifnotdematerialized)	
Name of the Shareholder/Member	
Number of Shares	NA

I hereby record my presence at the 14thAnnual General Meeting of the Company on **Friday, 30th September, 2022 at 2.30 PM** at Hotel Best Western Ashoka Near Metro Station 6-1,70, LakdiKaPul Road, near to LakdiKaPul, Hyderabad, Telangana 500004, India.

Name of the Member

Signature of the Member

(Please fill in the Attendance Slip and hand it over at the entrance of the meeting hall)

ROUTE **MAP:**



Venue: Hotel Best Western Ashoka near Metro Station 6-1, 70, Lakdikapul, Hyderabad, Telangana, India