

**ITEM 8 OF THE RIGHT TO INFORMATION ACT 2005 MANUAL:**

A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC [SECTION 4(1)(B)(VIII)]

1. The books containing the minutes of the proceedings of any general meeting of a company are kept at the registered office of the company and remain accessible during business hours for the inspection of any member without charge subject to such reasonable restrictions as the company may by its articles or in general meeting impose, so however that not less than two hours in each day are allowed for inspection.
2. The minutes of Board as well as the committee meetings are not allowed for inspection by members and public as these are not public documents.