

ANNEXURE-6

A statement of the categories of documents that are held by it or under its control

Various categories of documents that are being held by the Company or under its control are given below:

1. Documents pertaining to incorporation

1. Memorandum & Articles of Association
2. Certificate of Incorporation
3. Certificate of Commencement of Business
4. Statutory Registers under the Companies Act, 1956.
5. Statutory Registers under other applicable Acts and Rules & Regulations.
6. Annual Reports.
7. Annual Returns.
8. Returns & Forms filed with the Registrar of Companies, etc.

2. Documents pertaining to Board Meetings

1. Minutes of Board Meetings

3. Documents pertaining Accounts:

1. Books of Accounts
3. Annual Accounts statements
4. Documents pertaining to payment of Income Tax, Tax Deducted at Sources, etc.
5. Vouchers, etc.

4. Documents pertaining to Contracts

1. Tender inviting Notices with Terms and Conditions
2. Rate Contract submitted by suppliers
2. Rate Contract agreements

5. Documents pertaining to HR

1. Standing Orders
2. Personal files of employees
3. Performance Appraisal Reports of employees
4. Documents pertaining to legal matters –
5. Petition, complaints, written statements and other documents submitted to Hon'ble Courts, Tribunals, etc.
6. Orders of Hon'ble Courts; etc.
7. Documents pertaining to general administration
8. Land and other property related documents; Licences