

CHAPTER-VI
STATEMENT OF DOCUMENTS THAT ARE HELD BY THE COMPANY OR UNDER
ITS CONTROL

The various categories of documents that are being held by the company or under its control are given below:

A) Documents pertaining to incorporation, license, etc.

- i) Memorandum and article of Association
- ii) Industrial Licenses
- iii) Factory License
- iv) Trade Mark Registration, etc.

B) Documents pertaining to Accounts

- i) Books of Accounts
- ii) Annual reports
- iii) Statement of Quarterly Financial Results
- iv) Accounts Manual
- v) Documents pertaining to Payment of Income Tax, Tax Deducted at Sources, etc.
- vi) Vouchers, etc.

C) Documents pertaining to Company Affairs

- i) Statutory Registers under the Companies Act, 1956
- ii) Statutory Registers under other applicable Acts and Rules & Regulations
- iii) Annual returns
- iv) Returns & Forms filed with the Registrar of Companies, etc.

D) Documents pertaining to Board Meeting & General Meetings

- i) Agenda papers of Board meeting (Confidential Information)
- ii) Minutes Book of Meetings of the Board of Directors (Confidential Information)
- iii) Agenda Papers of Board Sub-committees (Confidential Information)
- iv) Minutes Book of meetings of Board Sub-committees (Confidential Information)
- v) Minutes Book of General meetings of the shareholders, etc.

E) Documents pertaining to Plant Operations

- i) Operational Manuals (Confidential Information)
- ii) Documents containing information pertaining to production and dispatch of products (Confidential Information)
- iii) Documents pertaining to payment excise duty, sales tax etc.

F) Documents pertaining to Projects

- i) Detailed Techno-Economic Feasibility Reports of projects implemented and under implementation (Confidential Information)
- ii) Documents relating to Clearance and Approval of Competent Authorities

G) Agreements

- i. Agreement with Technology Suppliers & Process Licensors (Confidential Information)
- ii. Agreement with project Consultants, etc. (Confidential Information)
- iii. Agreement with Vendors, transporters, service providers, etc
- iv. Shareholders agreement (Confidential Information)
- v. Agreement/MOU for purchase and transportation of Crude oil, etc (Confidential Information)

H) Documents pertaining to Establishment matter

- i) Documents containing the details of employee
- ii) Various internal Policies, Rules & Regulations pertaining to establishment matters
- iii) Annual Confidential Reports of employees (Confidential Information)
- iv) Delegation of Powers

I) Documents pertaining to operation of Community Development and other Welfare Schemes

- i) Policy/ guidelines on Community Development & Welfare activities
- ii) Policy/guidelines for scholarship for SC/ST students
- iii) Documents containing information regarding community development and welfare activities being carried out by the Company, etc.

J) Documents pertaining to General Administration

- i) Land Acquisition and other property related documents;

K) Documents pertaining to Legal Matters

- i) Petition, complaints, written statements and other documents submitted to Hon'ble Courts, Tribunals, etc.
- ii) Orders from Hon'ble courts; etc.

FILES

- i) All subject matter files
- ii) All Personal files of the employees (Confidential Information)

ROSTERS

- i) Direct Recruitment/ Campus Recruitment (Recruitment Roster)
- ii) PWD Rosters (PWD Recruitment Roster)
- iii) Promotion Roster