

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

B) Documents pertaining to Accounts

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

C) Documents pertaining to Company Affairs

- i) Statutory Registers under the Companies Act, 2013
- 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.(Confidential Information)

E) Documents pertaining to Plant Operations

- i) Operational Manuals (Confidential Information)
- ii) Documents containing information pertaining to production and dispatch of products (Confidential Information).