

## **6. A statement of the categories of documents that are held by it 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:

1. Memorandum & Article of Association.
2. Industrial Licenses.
3. Factory Licenses.

B) Documents pertaining Accounts:

1. Books of Accounts.
2. Annual Reports.
3. Quarterly Financial Results.
4. Documents pertaining to payment of Income Tax, Tax Deducted at Sources etc.
5. Vouchers etc.

C) Documents pertaining to Company Affairs:

1. Statutory Registers under the Companies Act, 2013.
2. Statutory Registers under other applicable Acts and Rules & Regulations.
3. Annual Returns under the Companies Act.
4. Returns & Forms under the Companies Act filed with the Registrar of Companies etc.

D) Documents pertaining to Board Meeting & General Meetings:

1. Agenda Papers of Board Meetings.
2. Minutes Book of meetings of the Board of Directors.
3. Agenda papers of Board Sub-Committees.
4. Minutes Book of meetings of Board sub-committees.

E) Documents pertaining to Contracts, Works, Sales, Procurements & Inventory:

1. Contract and Procurement procedure.
2. Tender Documents & Internal Files etc.

F) Documents pertaining to plant Operations:

1. O&M Manual & Policy

G) Documents pertaining to payment of GST/VAT etc.

H) Document pertaining to projects:

1. Detailed Feasibility Reports (DFR).

2. Documents relating to Government clearance and approvals.

I) Agreements:

1. Agreement with Feedstock Suppliers.

2. Agreement with Project Consultant, Consultants, etc.

3. Agreement with vendors, transporters, service providers etc.

4. Agreement with promoter companies.

J) Documents pertaining to establishment matters:

1. Documents containing the details of employees.

2. Annual Confidential Reports of employees.

K) Documents pertaining to operation of Community Development and other welfare scheme:

1. Policy/guidelines on Corporate Social Responsibilities (CSR).

L) Documents pertaining to general administration:

1. Land and other property related documents.

M) Documents pertaining to Legal matters:

1. Petition, complaints, written statements and other documents submitted to Hon'ble Courts, tribunals etc.

2. Orders of Hon'ble Courts, etc.