

CHAPTER-VI

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

The various categories of documents held by the Company under its control are displayed here below:

Documents related to Constitution:

- a) Memorandum and Articles of Association;
- b) Annual Reports
- c) Minutes of every Meeting of the Board of Directors and Board Committees
- d) Minutes of General Meetings
- e) Any other document, certificates, statutory registers that may be required to be preserved permanently in terms of the Companies Act, 2013 and/ or SEBI (LODR) Regulations.
- f) Statutory Registers and Records required to be maintained under the Companies Act, 2013
- g) Notices and Agenda Items of Board meetings and Board Committees meetings
- h) Documents/ Information submitted to the Registrar of Companies/ Ministry of Corporate Affairs and to Stock Exchange in compliance of the Companies Act, 2013/ SEBI (LODR) Regulations, 2015.
- i) Notices, Agenda Items and related papers of General Meetings
- j) Attendance Register of meetings of Board/ Board Level Committee(s).
- k) Proof of dispatch and delivery of below-mentioned documents relating to Board, Board Committees (Audit Committee, Corporate Social Responsibility & Sustainability Committee and Human Resources Management & Remuneration Committee) and General Meetings:
 - (i) Notice;
 - (ii) Agenda;
 - (iii) Resolution by Circulation Notice and Agenda;
 - (iv) Draft Minutes of Board and Board Committees; and
 - (v) Signed Minutes