

## **A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY THE COMPANY OR UNDER ITS CONTROL**

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

### **Documents pertaining to incorporation**

- Memorandum & Articles of Association
- Statutory Registers under the Companies Act, 1956.
- Statutory Registers under other applicable Acts and Rules & Regulations.
- Annual Reports.
- Annual Returns.
- Returns & Forms filed with the Registrar of Companies, etc.

### **Documents pertaining to General Meetings**

- Notices and Minutes Book

### **Documents pertaining Accounts:**

- Books of Accounts
- Statement of Quarterly Financial Results
- Annual Report
- Accounts Manual.
- Documents pertaining to payment of Income Tax, Tax Deducted at Sources, etc..
- Vouchers, etc.

### **Documents pertaining to plant Operations**

- Operational Manuals
- Documents containing information pertaining to generation of electricity

## Documents pertaining to establishment matter

- Documents containing the details of employees
- Various internal policies, rules & regulations pertaining establishment matters
- Performance Appraisal Reports of employees.
- Delegation of Powers
- Service Rules
- CDA Rules

## Documents pertaining to general administration

- Land and other property related documents
- Various agreements signed by the Company
- Various Licenses applicable to HLL