

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 Half yearly 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