

STATEMENT OF THE CATEGORIES OF THE DOCUMENTS HELD BY CCI OR
UNDER ITS CONTROL

A) Documents pertaining to incorporation

- i. Memorandum & Articles of Association.

B) Documents pertaining to Company Affairs.

- i. Annual Reports.
- ii. Annual Returns.
- iii. Returns & Forms filed with the Registrar of Companies etc.

C) Documents pertaining to Board Meeting & General Meetings.

- i. Agenda Papers of Board Meetings.
- ii. Minutes Book of meetings of the Board of Directors.
- iii. Agenda papers of Board sub-committees.
- iv. Minutes Book of meetings of Board sub-committees.
- v. Minutes Book of General Meetings of the Shareholders etc.

D) Documents pertaining to Accounts.

- i. Books of Accounts.
- ii. Annual Report.
- iii. Documents pertaining to payment of Income Tax, Tax Deducted at Sources, etc.
- iv. Vouchers, etc.

E) Documents pertaining to establishment matters

- i. Documents containing the details of employees.
- ii. Various internal policies, rules & regulations pertaining establishment matters.
- iii. Annual Confidential Reports of employees.
- iv. Delegation of Powers.

F) Agreements

- i. Annual MoU with Govt. of India.