

Section 4 (1) (b) (v): The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:

The important internal Rules Regulations Manuals & Records which are used by the employees of the company in discharge of their functions are given below:

1. Matters pertaining to Company affairs

- Memorandum & Articles of Association.
- Decisions of the Board of Directors and sub-committees of the Board from time to time as contained in the minutes book.
- Decision of shareholders in General Body Meeting as contained in the minute's book.

2. Matters pertaining to Finance & Accounts

- Accounts Manual.
- Financial Standing Order.

3. Personnel Matters pertaining to NICL employees.

- Personnel Manual.
- General Insurance (Conduct Discipline and Appeal) Rules 1975 as amended from time to time.
- Leave Rules.
- Promotion Policies.

4. Others