

**Section- 4 (1) (b) (vi): A statement of the categories of documents that are held by it or under its control**

**A) Documents pertaining to Incorporation License etc.**

- 1) Memorandum & Article of Association
- 2) Certificate of Incorporation
- 3) IRDA Licenses

**B) Documents pertaining to Accounts**

- 1) Books of Accounts
- 2) Annual Reports
- 3) Accounts Manual
- 4) Documents pertaining to payment of Income Tax Deducted at Sources etc.
- 5) Vouchers etc.
- 6) Financial standing Order

**C) Documents pertaining to Company Affairs**

- 1) Statutory Registers under the Companies Act 1956
- 2) Statutory registers under other applicable Acts and Rules & Regulations
- 3) Annual Returns under Companies Act
- 4) Returns & Forms under the Companies Act filed with the Registrar of Companies etc.

#### **D) Documents pertaining to Board Meeting & General Meetings**

- 1) Agenda Papers of Board Meetings
- 2) Minutes Book of meetings of the Board of Directors
- 3) Agenda papers of Board Sub-Committees.
- 4) Minutes Book of meetings of Board Sub-Committees.
- 5) Minutes Book of General Meetings of the Shareholders etc.
- 6) Minutes of the board meetings and board resolutions are exempted from disclosure to the public.

#### **E) Documents pertaining to HR Matters**

- 1) Personnel Manual