

1.6 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 Annual General Meetings

- Notices and Minutes Book of General Meetings of the Shareholders, etc.

Documents pertaining Accounts:

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

Documents pertaining to Business

- Detailed Project Report
- Feasibility Reports
- Govt. Clearance/ approval.
- Tender Documents
- Tender Specifications & drawings for projects.
- Approved drawings and documents.
- Technical Audit Reports
- Test & Inspection Reports
- All records pertaining to execution of projects
- Correspondence with various stakeholders

- MIS reports
- MoUs with Holding Company.
- MoUs with Clients
- Land and other property related documents

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 & Discipline Rules

Documents pertaining to legal matters

- Petition, complaints, written statements and other documents submitted to Hon'ble Courts, tribunals, etc.
- Orders of Hon'ble courts; etc.

Agreements

- Agreement with Technology Suppliers
- Agreement with Consultants
- Agreement with vendors, service providers, etc.

Licences

- Various licences as applicable to HSCC