

## CHAPTER -VI

### DOCUMENTS THAT ARE HELD BY THE COMPANY OR UNDER ITS CONTROL

The various categories of documents that are being held by the company or are under its control are given below:

A) Documents pertaining to incorporation, license, etc.

1. Memorandum & Article of Association.
2. Joint Venture Agreement of EESL.

B) Documents pertaining accounts:

1. Books of Accounts
2. Statement of Quarterly Financial Results
3. Accounts Manual
4. Documents pertaining to payment of Income Tax, Tax Deducted at Sources etc.
5. Vouchers etc.

C) Documents pertaining to Company Affairs

1. Statutory Registers under the Companies Act, 2013.
2. Statutory Registers under other applicable Acts and Rules & Regulations.
3. Annual Returns under the Companies Act.
4. Returns & Forms under the Companies Act filed with the Registrar of Companies etc.
5. Annual Reports of the company.
6. Other returns and forms as per Statutory provision and applicable laws.

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. Agenda Books of General Meetings
6. Minutes Book of General Meetings of the shareholders

E) Documents pertaining to Contracts, Works, Sales, Procurements & Inventory

1. Contract and Procurement procedure document(s)
2. Procedure Manual(s)
3. Tender Documents & Internal Files etc.

F) Documents pertaining to payment of relevant taxes, as applicable.

G) Document(s) pertaining to different projects of EESL.

H) Documents pertaining to operation of Community Development and other welfare scheme

1. CSR activities of EESL.

1.1 Construction of toilet blocks for students in schools and for individual House Holds under Swachh Bharat Abhiyan.

1.2 Providing financial assistance in lieu of fee of students under skill development.

1.3 Providing financial assistance to purchase office equipment for multiple disable students.

2. CSR activities of other PSUs

2.1 Installation of LED based Solar Street Lights.

2.2 Installation of LED based Solar Home Lights.

2.3 Installation of LED based Street Lights & Tube Lights.

2.4 Installation of LED based Solar High Mast Lights.

2.5 Installation of Dustbin Sets under Swachh Bharat Abhiyan.

I) Documents pertaining to general administration

1) Land and other property related documents.

2) Documents related to HR Related matters.

J) Documents pertaining to Legal matters

1. Petition, complaints, written statements and other documents submitted to Hon'ble Courts, tribunals etc.

2. Orders Hon'ble Courts, etc.