

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

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

- A) Documents pertaining to incorporation, license, etc.
  - i) Memorandum & Articles of Association
  - ii) Industrial licenses
  - iii) Factory licenses
  - iv) Trade Mark Registration, etc.
  
- B) Documents pertaining Accounts:
  - i) Books of Accounts
  - ii) Annual Reports
  - iii) Statement of Half Yearly Financial Results
  - iv) Accounts Manual
  - v) Documents pertaining to payment of Income Tax, Tax Deducted at Sources, etc.
  - vi) Vouchers, etc.
  
- C) Documents pertaining to Company Affairs
  - i) Statutory Registers under the Companies Act, 1956 / 2013
  - ii) Statutory Registers under other applicable Acts and Rules & Regulations
  - iii) Annual Returns
  - iv) Returns & Forms filed with the Registrar of Companies, etc.
  
- D) Documents pertaining to Board Meeting & General Meetings
  - i) Agenda Papers of Board Meetings
  - i) Minutes Book of meetings of the Board of Directors
  - ii) Agenda Papers of Board sub-committees

- iii) Minutes Book of meetings of Board sub-committees
  - iv) Minutes Book of General Meetings of the shareholders, etc.
- E) Documents pertaining to Contracts, Works, Sales, Procurements & Inventory
- i) Purchase Manual
  - ii) Stores & Inventory Manual
  - iii) Contract Manual
  - iv) Tender Documents & Internal Files, etc.
- F) Documents pertaining to plant Operations
- i) Operational Manuals
  - ii) Documents containing information pertaining to productions and despatch of products
- G) Documents pertaining to payment of excise duty, sales tax, etc.
- H) Documents pertaining to projects
- i) Detailed Techno-Economic Feasibility Reports of Projects implemented and under implementation
  - ii) Documents relating to clearance and approval of Competent Authorities
- I) Agreements
- i) Agreement with Technology Suppliers & Process Licensors
  - ii) Agreement with Project Consultants, Consultants, etc.
  - iii) Agreement with vendors, transporters, service providers, etc
  - iv) Agreement for supply of Crude Oil;
  - v) Agreement/MoU for transportation of crude oil, natural gas, etc
  - vi) Agreement/MoU for transportation of petroleum products
  - vii) MoU with IOC for acquisition of E&P property abroad
- J) 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
- K) Documents pertaining to operation of Community Development and other welfare scheme
- i) Policy/guidelines on Community Development & welfare activities
  - ii) Policy/ guidelines for scholarship for SC/ST students
  - iii) Documents containing information regarding community development and welfare activities being carried out by the Company, etc.
- L) Documents pertaining to general administration
- i) Land and other property related documents;
  - ii) Advertising policies, etc.
- M) Documents pertaining to legal matters
- i) Petition, complaints, written statements and other documents submitted to Hon'ble Courts, tribunals, etc.
  - ii) Orders of Hon'ble courts; etc.