

## **Section 4(b)-(vi)**

### **A statement of the categories of documents that are held by MCL or under its control**

Some of the documents held by the Company under its control are listed below-

#### **i) Documents pertaining to incorporation**

- 1) Memorandum & Article of Association

#### **ii) Documents pertaining to Accounts**

- 1) Books of Accounts
- 2) Annual Reports & Accounts
- 3) Statement of Quarterly Financial Results
- 4) Account Manual
- 5) Documents pertaining to deduction of Income Tax, Tax deducted at source
- 6) Vouchers etc.

#### **iii) Documents pertaining to Company Affairs**

- 1) Statutory Registers under the Companies Act, 1956
- 2) Annual Returns under the Companies Act, 1956
- 3) Returns & Forms under the companies Act filed with the Registrar of Companies etc.

#### **iv) Documents pertaining to Board Meeting & General meeting**

- 1) Agenda Papers of Board Meetings
- 2) Minutes Book of meetings of the Board of Directors
- 3) Minutes Book of General meetings of the shareholders etc.

#### **v) Documents pertaining to Establishment matters.**

- 1) Documents containing the details of Employees
- 2) Executive Evaluation Reports
- 3) Delegation of Powers
- 4) Employees Personal file.