

## **1.6 CATEGORIES OF DOCUMENTS HELD BY THE AUTHORITY 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**

- ✓ Certificate of Incorporation along with Memorandum of Association & Articles of Association.
- ✓ Documents pertaining to Board Meetings & General Meetings
- ✓ Agenda Papers of Board Meetings
- ✓ Minutes Book of meetings of the Board of Directors
- ✓ Agenda papers of Board sub-committees
- ✓ Minutes Book of meetings of Board sub-committees
- ✓ Notices and Minutes Book of General Meetings of the shareholders, etc.
- ✓ Documents pertaining Accounts:
- ✓ Books of Accounts
- ✓ Financial Statements
- ✓ Annual Report for the year 2022
- ✓ Documents pertaining to payment of Income Tax, Tax Deducted at Sources, etc.

### **❖ Documents pertaining to Contracts, Commercial etc**

- ✓ AWEIL Procurement Manual 2022
- ✓ AWEIL Civil Works Manual 2022

### **❖ Documents pertaining to Plant Operations in AWEIL Production Units**

- ✓ Operations / Technical / Maintenance Documents / Manuals
- ✓ Safety and Environment, Manuals, documents

### **❖ Documents pertaining to establishment matters**

- ✓ Details of employees
- ✓ Internal policies
- ✓ Rules & regulations pertaining establishment matters
- ✓ Annual Performance Appraisal Reports of employees.
- ✓ Service Rules

❖ **Documents pertaining to operation of CSR Policy**

- ✓ Policy / Guidelines on CSR activities
- ✓ MoUs for CSR activity.

❖ **Documents pertaining to general administration**

- ✓ Land and other property related documents are available with AWEIL Units.

❖ **Documents pertaining to legal matters-**

- ✓ All documents related to court cases are available with AWEIL Units

❖ **MOU**

- ✓ MOUs with collaborators and partners