A STATEMENT OF THE 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:

1. **Documents pertaining to incorporation**
   1. Memorandum & Articles of Association

2. **Documents pertaining to Company Operation**
   1. Statutory Registers under the Companies Act, 2013
   2. Statutory Registers under other applicable Acts and Rules & Regulations.
   3. Annual Reports.
   4. Annual Returns.
   5. Returns & Forms filed with the Registrar of Companies, etc.

3. **Documents pertaining to General Meetings**
   1. Notices and Minutes Book of General Meetings of the shareholders, etc.

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

5. **Documents pertaining to Administration**
   **Guidelines/ Circulars regarding Project appraisal and Loan sanction:**


   **Documents prepared for Appraisal and loan sanction**

   Appraisal Report, PAC Agenda and Board Note based on Project report/ DPR, related documents etc. submitted by the Agency.

   Project Cost estimates, Loan amount, Loan drawl and Loan Amortization schedule, are submitted by Agency as part of Loan Application Format of HUDCO.
6. Documents prepared for Appraisal and loan sanction

Appraisal Report, PAC Agenda and Board Note based on Project report/ DPR, related documents etc. submitted by the Agency.

Project Cost estimates, Loan amount, Loan drawl and Loan Amortization schedule, are submitted by Agency as part of Loan Application Format of HUDCO.

7. Documents pertaining to Operation

(i) Master Circulars
(ii) ISO Procedures
(iii) Delegation of Power

(iv) Appraisal Report, PAC Agenda and Board Note based on Project report/ DPR, related documents etc. submitted by the Agency.

(v) Project Cost estimates, Loan amount, Loan drawl and Loan Amortization schedule, are submitted by Agency as part of Loan Application Format of HUDCO.

8. Advertising guidelines

Proposals are considered based on the detailed procedures laid out for statutory advertisements, corporate/creative advertisements, adhoc advertisements, designing of HUDCO publication, film making. In addition, sponsorship proposals considered on case to case basis.

9. Documents pertaining to legal matters -

1. Respondents written statements and other documents submitted to Hon’ble Courts, tribunals, etc.
2. Orders of Hon’ble courts; etc.

10. Agreements

1. Agreement with Clients

11. Licences

Not Applicable