

**Chapter . 6 (Manual -5)**

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

<b>Item No. VI</b>				
<b>Sl. No.</b>	<b>Category of the Document</b>	<b>Name of the Document and its introduction in one line</b>	<b>Procedure to obtain the document</b>	<b>Held by / under control of.</b>
1	Statutory	Register of Directors	Please refer the procedure for seeking Information notified by the Company in this regard.	Company Secretary
		Register of Common Seal		Company Secretary
		Register of charges		Company Secretary
		Register of Investments		Company Secretary
		Register of AGM Minutes		Company Secretary
		Memorandum & Articles		Company Secretary
		Certificate of Incorporation		Company Secretary
		Company's Trade Mark		Company Secretary
		Delegation of Powers		Company Secretary
		Register of Share Transfers		Company Secretary
		Factory/Licence CST/VAT Registration		Occupier/Factory Manager of Plants at Bangalore, Palakkad, Rae Bareli, Naini, Mankapur & Jammu & Kashmir  Finance Dept of various Plants.
		Annual Accounts & Audit Reports		Corp Finance Dept