

## CHAPTER-XIV

### DETAILS OF INFORMATION AVAILABLE OR HELD IN ELECTRONIC FORM

The following documents are available and held by the Company in electronic form;

#### 1. Documents pertaining Accounts:

- A. Books of Accounts
- B. Annual Reports
- C. Statement of Quarterly Financial Results
- D. Accounts Manual
- E. Documents pertaining to payment of Income Tax, GST, Tax Deducted at Sources, etc.
- F. Vouchers, etc.

#### 2. Documents pertaining to establishment matters

- A. Documents containing details of employees
- B. Human Resource Management Manual, Various internal policies, rules & regulations pertaining establishment matters
- C. Annual Confidential Reports of employees.
- D. Schedule of Powers

#### 3. Data pertaining to shareholders, etc.