

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

1. Documents pertaining to Incorporation, License etc.

- a) Memorandum & Articles of Association
- b) Certificate of Incorporation
- c) IRDA Licenses

2. Documents pertaining to Accounts

- a) Books of Accounts
- b) Internal Financial Control over Financial Reporting, ECGC Ltd.
- c) Annual Reports
- d) Documents pertaining to payment of Income Tax, Tax Deducted at Sources including Annual Returns etc
- e) Vouchers etc

3. Documents pertaining to Company Affairs

- a) Statutory Registers under the Companies Act, 2013
- b) Statutory Registers under other applicable Acts and Rules & Regulations
- c) Annual returns under Companies Act
- d) Returns & Forms under the Companies Act filed with the Registrar of Companies etc.

4. Documents pertaining to Board Meeting & General Meetings

- a) Agenda Notes of Board Meetings, Committee Meetings and Non-Official Directors' Meetings
- b) Minutes Book of Meetings of the Board of Directors, Committees and Non-Official Directors
- c) Minutes Book of General Meetings

5. Guidelines/Manuals:

- a) Underwriting Policy
- b) HR handbook
- c) Standard Operating Procedure for IA Department
- d) Conduct, Discipline and Appeal Rules, 1978
- e) Financial authority, powers and limits