

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

The Company holds the Commercial & Technical documents regarding its business operations and data relating to its employees.

BNPMIPL, Corporate Office, Mysore

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. Statutory Registers under the Companies Act, 1956.
3. Statutory Registers under other applicable Acts and Rules & Regulations.
4. Annual Reports.
5. Annual Returns.
6. Returns & Forms filed with the Registrar of Companies, etc.

2. Documents pertaining to Meetings of the Board of Directors

1. Notices and Minutes Book of the Meetings of the Board of Directors.
2. Notices and Minutes of the General Body Meeting.

3. Documents pertaining to Accounts:

1. Books of Accounts
2. Annual Report
3. Accounts Manual
4. Documents pertaining to payment of Income Tax, Tax Deducted at Sources, etc.
5. Vouchers, etc.

4. Documents pertaining to establishment matters

1. Documents containing the details of employees
2. Various internal policies, rules & regulations pertaining establishment matters
3. Performance Appraisal Reports of employees
4. Service Rules
5. CDA Rules

5. Documents pertaining to legal matters –

1. Petition, complaints, written statements and other documents submitted to Hon'ble Courts, tribunals, etc.
2. Orders of hon'ble courts; Licence, Registration Certificate etc.