

NewSpace India Limited

(A Govt. of India Company under Department of Space)

Mandatory Information Under RTI, Act 2005

1.6 CATEGORIES OF DOCUMENTS THAT ARE HELD BY NSIL UNDER ITS CONTROL

A. Documents pertaining to Incorporation (Company Secretary)

- i. Memorandum & Articles of Association
- ii. Statutory registers under the Companies Act, 2013.
- iii. Annual Returns.
- iv. Returns and Forms filed with the Registrar of Companies.
- v. Delegation of Powers

B. <u>Documents pertaining to Board Meeting & General Meetings (Company Secretary)</u>

- i. Notices, Agenda Papers and Minutes Book of meetings of the Board of Directors
- ii. Notices, Agenda Papers and Minutes Book of meetings of Board Sub-Committees
- iii. Notices, Agenda Papers and Minutes Book of General Meetings of the Shareholders, etc.

C. <u>Documents pertaining to Accounts (Head of Finance)</u>

- i. Books of Accounts
- ii. Financial Statements
- iii. Annual Report (Company Secretary)
- iv. Documents pertaining to payment of Income Tax, Tax Deducted at Sources, etc.
- v. Vouchers, etc.

D. <u>Documents pertaining to Purchase (Head of Purchase)</u>

- i. Purchase manual.
- ii. Purchase files.

E. Documents pertaining to Establishment Matters (Head of HR)

- i. Documents containing the details of employees
- ii. Various Internal Policies
- iii. Rules & Regulations pertaining Establishment Matters
- iv. Annual Confidential Reports of employees
- v. Documents pertaining to General Administration
- vi. Property related documents

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