

STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY KCCL

The Company has been maintaining proper Books of Accounts with respect to:

- a. All sums of money received and expended by the Company and the matters in respect of which the receipt and expenditure take place;
- b. All sales and purchases of goods by the Company;
- c. All assets and liabilities of the Company;
- d. All Cost Accounting Records.

The Company is also maintaining all statutory registers like

- a. Register of Charges and copy of documents creating such charges
- b. Register of Members
- c. Register of Debenture-holders
- d. Minutes of the Board Meetings and Audit Committee Meetings
- e. Minutes of the General Meetings
- f. Register of Contracts, Companies and Firms in which the Directors of the Company are interested.
- g. Register of Directors, Managing Director and Secretary
- h. Common Seal Register
- i. Copies of Annual Returns (along with all Annexures filed with the Registrar of Companies (ROC).