

## **A Statement of the Categories of the Documents Held By GIC Re or Under Its Control**

### **A. Documents pertaining to Incorporation, License etc.**

- i. Memorandum and Article of Association
- ii. Certificate of Incorporation
- iii. IRDA Licenses.

### **B. Documents pertaining to Accounts-**

- i. Books of Accounts.
- ii. Annual Report
- iii. Documents pertaining to payment of Income Tax, Tax deducted at source.
- iv. Vouchers etc.
- v. Accounting Manuals
- vi. Statement of Quarterly Financial Results
- vii. Statement of Accounts

### **C. Documents pertaining to Company Affairs :**

- i. Statutory Registers under the Companies Act 1956.
- ii. Statutory Registers under other applicable Acts.
- iii. Annual Returns under Companies Act.
- iv. Returns and Forms under the Companies Act filed with the Registrar of Companies etc.
- v. Returns regarding appointment/Resignation of Directors.
- vi. Returns regarding appointment of Key Managerial Personnel.
- vii. Returns under applicable sections of Companies Act 2013

### **D. Documents pertaining to company core business**

Treaty slips, Quotes, Underwriting Policies/guidelines, Treaty Agreement, Documents pertaining to Claims, Vouchers, etc.

### **E. Documents held by Office Services Department**

- i. Tender Documents.
- ii. Policy

### **F. Documents held by ITMG Department**

- i. Agreement/Licensing with Vendors, service providers etc.
- ii. Billing, Settlement, Inventory etc.
- iii. Tender Documents
- iv. ITMG Policy documents e.g. Security Policy
- v. IT Project documents e.g. Blueprints, Specification documents, etc.

### **G. Documents pertaining to Human Resources Department**

- i. Documents containing the details of employee
- ii. Documents related to recruitment and promotions
- iii. Conduct, Discipline and Appeal Rules.
- iv. Financial Standing Order
- v. Various internal Policies, Rules & Regulations and Schemes

- vi. Annual Confidential Reports of Employees
  - vii. All Personal files of the employees
  - viii. Property Returns submitted by Employees
- Documents pertaining to operation of Community Development and other welfare scheme**
- i. Corporate Social Responsibility Scheme

**H. Documents pertaining to Legal Matters**

- i. Petition, complaints, written statements and other documents submitted to Hon'ble Courts, Tribunals, etc. exclusively by and against GIC.
- ii. Orders from Hon'ble courts; etc.