

## **ANNEXURE-5**

### **The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions**

Important Internal Rules, Regulations, Manuals and Records held by or under the control of the Company or used by the employees in discharge of their functions are given below:

1. Memorandum & Articles of Association
2. Certificate of Incorporation
3. Certificate of Commencement of Business
4. Board Minutes
5. Annual Reports
6. Service Rule for the Employees of KSBC
7. Various Files, Circulars and Office Orders related to the Functioning of the Corporation
8. Various Files related to service matters of the employees of the Corporation
9. Internal Audit Reports
10. Financial Reports
11. Rate Contract agreements and related Files