

Secretarial Due diligence

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A	Secretarial Records	
1	Details of Directors	
2	Details of Corporate Governance Committees as well as Resolution	
3	Written Policy on Disclosures & Internal Procedure for prevention of Insider Trading and Board resolution, if any	
4	Changes in our Board in last 3 years	
5	Latest Income tax outstanding tax demand and e-proceedings screenshot of directors	
6	Independent Director Data Bank Registration of Independent Directors (IICA Certificate)	IICA Certificate
7	IPO Resolutions (BR & SR), resolutions under 185, 186, 188	
8	FII Resolution for foreign holding limit	
9	Group Company unanimous resolution for by board/audit committee	
10	Key Performance Indicators resolution approved by Board/Audit Committee	
11	Materiality Resolutions (Creditors, Group Company, outstanding litigation)	
B	SECRETARIAL DOCUMENTS	
1	Certified copy of Minutes and Resolution available in the records of the Company since inception	
2	Statutory Registers since Incorporation	
3	Share Transfer Register	
4	MBP - 4 register (RPT transaction details as disclosed in audit report)	
5	All ROC forms along with attachments and challan	
6	All Secretarial Compliance report since inception, if applicable/ filed	
C	BORROWING POWER	
1	Form MGT-14 for Increase in Borrowing Powers of Board of Directors	
2	Board Resolution for Increase/Decrease in Borrowing Powers of Board of Directors	
3	Shareholder Meeting Resolution for Increase/Decrease in Borrowing Powers of Board of Directors	