Appendix - IV

List of common contents for Publication in the Annual Reports of Indian Companies

1. Vision/Mission Statement
2. Accounting Policy
3. AGM Notice with Explanatory Statements
4. Board of Directors List
5. Message from the Chairman/Management
6. Message to the Stakeholders
7. Directors' Profile
8. Share Distribution Pattern
9. Chief Financial Officer Review
10. Companies Growth Strategies
11. Company Financial Highlights at a glance
12. Company Profile with details of Business
13. Consolidated Financial Statements
14. Corporate Governance Report
15. Corporate Group Structure
16. Directors Remuneration and Related Party Transactions
17. Economic Environment An Overview
18. Environment and Social activities
19. Financial Calendar
20. General Information for Shareholders
21. Glossary of important Terms
22. Independent Auditors Report
23. Legal Information on the status of Compliance of Laws
24. List of Consolidated Companies
25. Management Discussion and Analysis
26. Management Report (Board of Directors Report)
27. Management Structure
28. Geographical Presence of Company's activities
29. Financial statements with all annexures
30. Operating Network
31 Operational Directory
32 Report of Joint Auditors if any
33 Risk Management an overview
34 Significant Events for the Fiscal Year
35 Statement of Directors Responsibilities
36 Stock Market Data
37 Subsidiaries an Investment Details
38 Trends in Major Markets
39 Cash Flow Statement
40 Frequently asked Questions (FAQs)
41 Human Resource Accounting
42 Infrastructure of the Company
43 Product Review
44 Proxy form
45 Attendance Slip