

(v) Rules, regulations, instructions, manuals & records held by it or under its control:

- a) Memorandum and Articles and Associations.
- b) Service Bye Laws of the Corporation.
- c) Minute Book of the Board of Directors.
- d) Share holders register.
- e) Minute Book of the Annual General Meeting.
- f) Share Certificate book.
- g) Seal of Company
- h) Directors Register.
- i) Financial Manuals.
- j) Accounting Manuals.
- k) Annual reports of the Corporation
- l) CPF rules.
- m) R&P Rules
- n) Cash book
- o) General Ledger
- p) Subsidiary Ledger
- q) Salary register.
- r) CPF Record etc.