

Annexures and Supporting Documents List

Project / Case Title

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Date

.....

Reference No.

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Annexures and Supporting Documents

S. No.	Annexure / Document Name	Description / Details	Attached (Yes/No)	Remarks
1	Annexure-A: Copy of Agreement	Main contract document	Yes	-
2	Annexure-B: Project Plan	Approved schedule with milestones	Yes	-
3	Annexure-C: Financial Statements	Latest audited statements	No	Pending
4	Annexure-D: Government Approvals	All relevant permits	Yes	-
5	Annexure-E: Other Supporting Documents	As applicable	No	To be provided

Important Notes

- Ensure all annexures listed are sequentially numbered and referenced properly in the main document.
- Incomplete or missing documents should be highlighted in the remarks column with a status update.
- Attach only legible, certified true copies of documents as per the requirements.
- Always update the list as new supporting documents are received or status changes.
- Maintain confidentiality of sensitive documents and share only with authorized personnel.