

POLICY FOR PRESERVATION AND ARCHIVAL OF DOCUMENTS

I. INTRODUCTION

The company prepares and receives multifarious documents in the course of its operation day in and day out.

The nature of these documents include minutes of meetings, reports, registers, books of accounts including invoices, vouchers, journals and other accounts related documents, correspondences such as letters, e-mails in connection with the business of the company.

All these documents need to be preserved for future reference and as evidence for varying periods depending on the nature of the documents. Some of the documents are permanent in nature while preservation of others vary from day, weeks, months and years. The period of preservation of certain documents are prescribed by law and the period of preservation of other documents is determined by the company.

2. STATUTORY NEED

Regulation 9 and 30(8) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 requires that every listed company shall have a policy for the preservation, maintenance and archival of documents. In compliance with these provisions, the company has adopted this Policy for the **Preservation, Maintenance and Archival of Documents.**

3. OBJECTIVE

The object of this policy is to establish a clear and suitable framework to preserve, maintain and archive documents and records of the company to facilitate statutory compliance, safe custody, easy retrieval and secured disposal of stale records.

4. POLICY FOR PRESERVATION / MAINTENANCE / DESTRUCTION

- I. Documents and records that require to be preserved permanently are:
 - a. Such documents and records which any statute, rule/regulation require to be preserved permanently.
 - b. Such documents and records which could serve permanently as an evidence of title of any property, license/permit issued by the government, long term agreements, deeds etc.
 - c. Documents not covered by (a) and (b) above shall be preserved for a period of eight years from the date of their creation.
- II. The documents / records posted to the web site of the company in pursuance of the requirements of Listing regulations shall be retained in the web site for a period of five years and thereafter be removed to archives.
- III. The documents are to be maintained in physical form and/or in electronic form as permitted by respective law.

- IV. Where the period of preservation expires the respective documents may be destroyed after retention for a period of one year. The documents that are proposed to be destroyed shall be recorded in the 'Register of Records Destroyed' and authenticated by the authorised person. The destruction shall be by a permissible method and shall be carried out in the presence of the authorised person.
- V. An identical policy as above shall be adopted by any external agency such as Registrar and Share Transfer Agents, for preservation, maintenance and disposal of documents. Prior approval shall be obtained from the company in case of a proposal for disposal of documents.
- Vi. All the statutory Registers / Documents / Books of Accounts shall be maintained at the Registered Office of the company or at any other place as may be approved by the Board of Directors or by the officer designated for this purpose.

5. APPLICABILITY.

This policy shall be applicable for all kinds of documents maintained at all branches, offices and departments of the company and shall come into force on and from the date of approval by the Board of Directors.

No change, modification or amendment to this policy shall be valid unless same is approved by the Board of Directors or necessitated by change in the provisions of applicable law.

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