AN ISO 9001: 2015 CERTIFIED COMPANY

POLICY ON PRESERVATION OF DOCUMENTS

APPLICABILITY

Every listed Company require formulating Policy on Preservation of Documents as prescribed under Regulation 9 of SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015.

DEFINITIONS

"Document(s)" refers to papers, notes, agreements, notices, advertisements, requisition, orders, declarations, forms, correspondence, minutes, indices, registers and any other record, required under or in order to comply with the requirements of any applicable law, whether issued, sent, the time being or otherwise, maintained on paper or in Electronic form received or kept in pursuance of the Act or under any other law for and does not include multiple or identical copies.

"Electronic record(s)" means the electronic record as defined under clause (t) of sub-section (1) of Section (2) of the Information Technology Act, 2000.

"Electronic Form" means on any electric device such as computer, laptop, compact disc, floppy disc, space on electronic cloud, or any other form of storage and retrieval device, considered feasible, whether the same is in possession or control of the Company or otherwise the Company has control over access to it.

"Maintenance" means keeping Documents, either physically or in Electronic form.

"Preservation" means to keep in good order and to prevent from being altered, damaged or destroyed.

OBJECTIVE

The Objective of this policy is to classify the documents, records and registers of the Company which are required:

i) To be preserved permanently and
ii) To be preserved for a period of not less than 8 years

ROLES AND RESPONSIBILITIES

The respective Departmental Heads of the Company shall be responsible for maintenance, preservation, and destroying of documents in respect of the areas of operation falling under the charge of each of them, in terms of this policy.

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CUSTODY OF THE DOCUMENTS

Subject to the Applicable Law, the custody of the Documents shall be with the Authorised Person.

Where the Authorised Person tenders resignation or is transferred from one location of the Company to another, such person shall hand over all the relevant documents, lock and key, access control or password, or Company Disc, other Storage devices or such other Documents and devices in his/her possession under the Policy.

PRESERVATION OF DOCUMENTS

The Company shall preserve all its documents as per the requirements and provisions of the Companies Act, 2013 and the rules made there under, the Secretarial Standards, the Listing Regulations and any other law, rules, regulations as may be applicable to the Company from time to time.

Documents which are to be maintained permanently:

a. Certificate of Incorporation
b. Licences & Statutory Approvals
c. Statutory Registers
d. Memorandum and Articles of Association as amended from time to time
e. Registers of Directors and KMP
f. Any other document as may be required to maintain permanently in terms of applicable laws.

Documents which are to be maintained for at least eight financial years:

a. Books of accounts
b. Copies of all Annual Returns
c. Annual Reports
d. Attendance Registers, Notices, Agenda, Notes on Agenda, Proxy Forms and other related papers of General Meetings, Board Meetings and Various Committee Meetings.
e. Disclosure of Interest received from Directors of the Company in the manner prescribed
f. Consent and Resignation letters received from the Director
g. Minutes Book
h. All the Documents under the Listing Agreement
i. Instrument creating a charge or modifying a charge, if any
j. Changes to Memorandum and Articles of Association, if any

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k. Tax records – Tax records including, but not limited to documents containing tax assessment, tax filings, proof of deductions, tax returns, appeal preferred against any claim made by the relevant tax Authorities, shall be maintained for a period of 8 years or for a period of 8 years after a final order has been received with respect to any matter which was preferred for Appeal, as the case may be.
l. Central Government Approvals received, if any

MODE OF MAINTENANCE

The Company shall maintain these records either in physical or electronic mode. The applicable provision of law, rules and regulation with regards to electronics maintenance of records shall be adhere to.

All the records shall be maintained as per the prescribed formats, if any, as amended from time-to –time under various rules and regulations.

DISPOSAL AND DESTRUCTION OF RECORDS

After expiry o f the statutory retention period, the preserved documents may be destroyed. Destruction of documents as a normal administrative practice shall be followed for the records which are duplicate/irrelevant/unimportant.

This applies to both Physical and Electronic Documents. The documents may be destroyed as follows:

a. Recycle non-confidential paper records;
b. Shred or otherwise render unreadable confidential paper records; or
c. Delete or destroy electronically stored data.