

## **POLICY ON PRESERVATION OF DOCUMENTS.**

### **1. OBJECTIVE**

1.1. As per the SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015 (the "Regulations"), the Company is required to frame a policy for preservation of documents.

1.1. The objective of this policy is to categorize the documents which are to be preserved permanently and documents which are to be preserved for not less than eight years after completion of the relevant transactions, by the Company.

### **2. DEFINITIONS**

For this Policy, following terms shall have the meanings ascribed to them as under:

2.1.1 "Books of Account" shall have the same meaning as defined under section 2 (13) of the Companies Act, 2013 and any amendments thereto

2.1.2 "Document" shall have the same meaning as defined under section 2 (36) of the Companies Act, 2013 and any amendments thereto.

2.1.3 "Financial Statement" shall have the same meaning as defined under section 2 (40) of the Companies Act, 2013 and any amendments thereto

### **3. DOCUMENTS TO BE PRESERVED PERMANENTLY**

<b>Sr No</b>	<b>Name of documents</b>
1.	All statutory records and documents required to be kept permanently by the Company as prescribed under the Companies Act and other applicable laws, Rules and Regulations.
2.	All licenses, registrations, approvals received by the Company under applicable statutes.
3.	Trade mark registrations, Copy right registrations, patent registrations and other intellectual property right registrations or which are permanently assigned or licensed to the Company.

### **4. DOCUMENTS TO BE PRESERVED FOR NOT LESS THAN EIGHT YEARS AFTER COMPLETION OF RELEVANT TRANSACTIONS**

<b>Sr No</b>	<b>Name of documents</b>
1.	All registers, records and documents required to be maintained for the statutory period prescribed under the companies Act and other applicable laws, Rules and Regulations.
2.	Books of accounts, Financial Statements and other records connected thereto.

3.	Tax Returns and other filings made under the Income Tax Act and other applicable laws, rules and regulations.
4.	All documents pertaining to litigations in courts and quasi-judicial bodies .
5.	All agreements, contracts etc. entered into with various parties.

**5. PRESERVATION IN ELECTRONIC MODE**

5.1. The Company may also maintain all the documents referred in 3 & 4 above, in electronic mode for such period and in such manner as deemed appropriate.

**6. MANNER OF DESTROYING DOCUMENTS**

6.1. All the documents referred in para 4 above and all the other documents for which no minimum preservation period is prescribed may be destroyed after the preservation period (as applicable) in the manner given below.

6.2. Each Division shall identify the documents to be destroyed and get the same approved by the concerned Division Head.

6.3. After getting necessary approval, the documents identified shall be burn or shredded in the presence of a person nominated for the purpose by the Division Head, who shall sign a Destruction certificate.

6.4. Each Divisions shall maintain a register in the form set out hereunder and shall enter brief particulars of the documents destroyed and all entries made therein shall be authenticated by the concerned Person authorized to witness the destruction and the concerned Division Head.

#	Particulars of documents destroyed	Date of destruction	Mode of destruction	Signature of Authorised Person	Signature of Division Head
1.					
2.					

**7. REVIEW AND AMENDMENT:**

7.1. The Board may monitor, review and amend the Policy from time to time as also whenever necessitated due to amendments any Act, Rules or applicable Regulations.

\*\*\*\*\*