



Policy on Preservation of Documents

[Effective Date: 05.11.2016 Last Amended Date: 10.05.2025]

1. PREFACE

Regulation 9 of SEBI (Listing Obligations and Disclosure Requirements), Regulations 2015 requires every listed entity to have a policy for preservation of documents approved by its Board of Directors. In this context, the Board of Directors of the company have framed the “Policy for Preservation of Documents” (“the Policy”). This Policy shall be effective from 01st December, 2016.

2. PURPOSE

The objective purpose of this policy is to integrate harmonize and standardize the procedure and manner for preservation and destruction of documents which are required to be prepared or maintained under the Corporate Laws including the Listing Regulations.

3. APPLICABILITY

This policy is applicable to official documents that are either emanated from the Company or received by the Company.

4. DEFINITION

All the words and expressions used in this Policy, unless defined herein, shall have meaning assigned to them in the Companies Act, 2013, Rules made thereunder, SEBI-LODR and other applicable statutory enactments (collectively, the “**Statutory Provisions**”), as the case may be, as amended, from time to time.

5. OBJECTIVES

The company maintains records/ documents for the period specified under the Corporate Laws, Tax Laws and other applicable statutory enactments besides being influenced by its operational needs. SEBI has notified the SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015 (in brief "Listing Regulations").

The Policy contains guidelines to identify documents that are required to be maintained and the period for which those documents should be retained.

6. POLICY DETAILS & PROCEDURES

6.1. SCOPE

This Policy covers all corporate records of the company whether in paper or digital form. The Policy applies to all departments and business functions of the company but does not apply to Personal or non-business information.

The Company expects all employees to fully comply with this Policy. Document destruction should be strictly in accordance with this Policy.

Where minimum retention period or destruction methodology has not been specifically set out in this Policy, they shall be determined by the Head of the department primarily by applying the general guidelines impacting document retention identified in this Policy as well as other relevant factors.

6.2. BROAD CATEGORIZATION

Under SEBI (LODR) Regulations, 2015, Preservation of documents has been classified in two categories:

- (a) Documents whose preservation shall be permanent in nature.
- (b) Documents with preservation period of not less than eight years after completion of the relevant transactions.

The listed entity may keep the documents specified in clauses (a) and (b) in electronic mode.

In company there are two types of records - Temporary and Permanent records.

Temporary Records

Temporary records are business documents that are prima facie intended to be superseded by final or permanent records. These are at inception intended for use only for limited period of time. They include written memorandum, interim communications, reminders, preliminary reports, drafts, business briefs, inter office correspondence and the like.

Temporary records can be destroyed or permanently deleted if in electronic form when a project or matter closes.

Permanent Records

Permanent Records include all business documents that are not superseded by modification or addition. They include final Memorandum, reports, Correspondence, Minutes book, Books of accounts, Statutory registers and Returns etc.

6.3. RECORDS AS PER THE COMPANIES ACT, 2013 AND SEBI REGULATIONS

The Company shall maintain all records as per the Companies Act, 2013 and SEBI Regulations for not less than 8 (Eight) years. Records required to be kept in permanent basis under any statute shall be so preserved and in good condition. Documents that are to be made available on the company's website in compliance with the Listing Regulations shall remain on its website for a period of 5 years and thereafter will be archived for a period of 3 years.

6.4. TAX RECORDS

Tax records includes but are not limited to documents concerning tax assessment, tax filings, tax returns, proof of deductions, appeal preferred against any claim made to or by the relevant tax Authorities. Tax records shall be maintained for a period of 8 (Eight) Years or for a period of 8 (Eight) Years after a final Order has been received with respect to any matter which was preferred for Appeal, as the case may be.

6.5. LEGAL DOCUMENTS

Legal documents shall include but not limited to contracts, legal opinions, pleadings, Orders passed by any court or tribunal, Judgments, Interim Orders, Documents relating to cases pending in any Court or Tribunal or any other Authority empowered to give a decision on any matter, Awards, Documents relating to property matters.

All contracts shall be retained for a period of 8 (Eight) Years or for 8 (Eight) Years after the expiry of the term of the contract, whichever is higher. Where the contract value is less than Rs.10lakhs, this period is reduced to 3 years.

Documents relating to any property owned by the Company shall be retained perpetually. Other property documents shall be retained for a period of 8 (Eight) Years or for a period of 8 (Eight) Years after the rights in such property ceases to exist, whichever is higher.

Orders passed by any Court or Tribunal or any Authority or Judgment which are final in nature and cannot be superseded shall be retained permanently. Interim Orders shall be retained till a Final Order is received or for a period of 8 (Eight) Years whichever is higher.

Pleadings shall be retained for a period of 8 (Eight) Years or till the matter has been disposed off, whichever is higher.

6.6. PRESS RELEASES

Press Release shall include but not limited to any intimation given to the press regarding financial results, profits, Meetings of the Board, General Meetings, and overall performance of the Company. The Company shall retain all Press Releases for at least 8 years.

6.7. HR RECORDS

The Company is required to keep certain documents relating to recruitment, employment and personal information, performance review and promotion, complaints and action taken, emoluments and retirement benefits. Such documents relating to employment or personal information shall be retained for a period of 3 years from the date of cessation of concerned employee.

6.8. GENERAL

Any document not included in the above shall be maintained for a minimum period legally required and in other cases as determined by the respective Head of Department in writing.

6.9. RECORD MAINTENANCE AND STORAGE

All statutory records under the Corporate Laws, including the Listing Regulations shall be maintained by the Company Secretary at the registered office or such other place authorized in terms of applicable laws.

All Books of Accounts shall be maintained by the CFO at the place specifically authorized by the Company in accordance with the Companies Act, 2013.

All other documents shall be maintained by the respective Head of Department in their headquarters.

6.10. ELECTRONIC RECORDS

Wherever allowed / required by any law / statute, records may be maintained in electronic form. In case records and documents are maintained in electronic form, all the requirements relating to Information Technology Act, 2000 including any statutory amendment(s) or modification(s) thereto, shall be adhered to.

In case of switch-over to another electronic system, it should be ensured that all records in the old electronic form are migrated to new electronic system and all old records are accessible in the new system.

All records in physical form shall be maintained as above. Electronic versions E- records shall be maintained within the company's centralized database by the Head of IT Department excepting those maintained by the Registrar & Transfer Agent with the approval of the Board.

6.11. DISPOSAL OF RECORDS

Physical records disposed of pursuant to the retention periods specified in the Document Retention Schedule shall be disposed of using a cross-cut shredder. The Records Department shall adopt appropriate procedures to permanently dispose of any non-paper physical records, such as photographs or audio/video recordings.

In the event that it is necessary to manually dispose of an electronic record, the IT Department with a written authorization from the Key Managerial personnel shall use the "permanent delete" function to permanently dispose of electronic records.

6.12. EMAIL POLICY

All electronic communication systems as well as all communications and stored information transmitted, received, or contained on the Company's information systems are the property of the Company. Only Authorized company personnel shall have the right to access communications and stored information at any time without notice or consent.

6.13. RECORD OF DESTRUCTION

The Company shall maintain a “Register of Records and Documents Destroyed” containing the particulars of destruction of retained records. The register shall contain the initial of the person responsible for the maintenance of those records as on the date of destruction.

6.14. SUSPENSION OF RECORD DISPOSAL

This clause elaborates suspension of record disposal in the event of litigation or claims. In case the company is served with any notice calling for documents or any employee becomes aware of a Government investigation or audit concerning the company or commencement of any litigation against the company, such employee shall inform the Company Secretary. Any further disposal of documents shall be suspended until such time as the Company Secretary with the due advice from the legal counsel determines otherwise.

6.15. COMPLIANCE

Failure to comply with the Documents Retention Policy may result in disciplinary action. Questions about this Policy should be referred to the Company Secretary, who is in charge of administering, enforcing and updating this Policy.

6.16. INTERPRETATION

In case of any conflict between the provisions of this Policy and of Statutory Provisions, the Statutory Provisions shall prevail over this Policy. Any subsequent amendment / modification in the statutory Provisions shall automatically apply to this Policy.

7. REVIEW AND AMENDMENT

The Policy shall be reviewed as and when required to ensure that it meets the objectives of the statutory provisions and remains effective. This Policy shall be reviewed periodically and may be amended by the Board, as may be deemed necessary. On any amendment of the Policy, the same will be published on the Company's website.
