



Policy on Preservation of Documents approved by Board of Directors

1. OBJECTIVE :

- a) To fulfil the requirements under Regulation 9 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.
- b) To lay down a policy on preservation of documents approved or taken on record by the Board of Directors.

2. POLICY :

All the documents approved and taken on record by the Board of Directors shall be classified into the following two categories.

- a) Documents required to be preserved permanently;
- b) Documents required to be preserved for not less than 8 years after completion of the relevant transaction.

The Documents mentioned below and also the documents required by the Board to preserve permanently while approving or taking on record will be falling under category

(a) above and shall be preserved permanently.

- i) Minutes of the Board Meetings
- ii) Minutes of all the Committee meetings of the Board of Directors.
- iii) Annual Accounts, Board's Reports, Notice to Shareholders and annexures thereto
- iv) Register of Contracts
- v) Reports of Auditors and Secretarial Auditors.

All the remaining documents shall be deemed to be falling under category (b) above and will be preserved for a period not less than 8 years. However, documents required to be preserved for not less than 8 years under this policy but required to be preserved for a longer period than 8 years under any other statute, court orders or for any other requirement shall be so preserved without taking into consideration the time limit prescribed under this policy.

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3. The Board of Directors may decide for destruction of the documents required to be preserved permanently under this Policy if it considers that such documents are no longer required to be maintained.
4. The Documents under this Policy may be preserved either physically or electronically.

5. RESPONSIBILITY :

The Company Secretary shall be responsible to comply with the requirements under this policy.

Sd/- X X X X X
CHAIRMAN & MANAGING DIRECTOR