

POLICY FOR PRESERVATION, MAINTENANCE AND ARCHIVAL OF DOCUMENTS

PREAMBLE

In compliance with the Regulation 9 and 30(8) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“the Listing Regulations”) this Policy for preservation, maintenance and archival of documents (the “Policy”) provides a framework for preservation, maintenance and archival of documents of the Company.

OBJECTIVE

The objective of this policy is to establish the framework needed for effective preservation, maintenance and archival of documents of the Company required in terms of laws and statutes applicable to the Company.

The Policy has been approved by the Board of Directors on October 14, 2021.

POLICY FOR PRESERVATION / MAINTENANCE

- For the purpose of the policy the Documents of the Company shall be classified as below:
 - Documents to be preserved permanently;
 - Documents to be preserved for certain period of time as specified by any Act / Rules / Regulations, from time to time, which are applicable to the Company.
- The documents which are to be preserved permanently shall be preserved permanently. The documents which are to be preserved for specified periods of time under any Act, Rule, or Regulations shall be preserved for periods specified by such Acts, Rules or Regulations. All accounting records and records relating to legal cases shall be preserved for a period of not less than 8 years from the completion of the respective period.
- Where any Act, Rules or Regulation specifies that certain documents shall be maintained physically those documents shall be maintained physically. All other documents shall be maintained in physical or electronic mode.
- The system employed for the preservation of documents whether physical or in electronic mode shall ensure safety, maintain confidentiality and is easy to retrieve whenever required.
- Where, the documents / records of the Company are maintained by any external agency like the Registrar and Share Transfer agents, such agency shall ensure the adoption of this policy for the preservation of the documents of the Company.
- Documents / records of the Company which need to be preserved for a specified period, after completion of the specified period may be destroyed after making a list of documents to be destroyed and after inspected by a responsible officer of the company.

ARCHIVAL POLICY

The Company shall disclose on its website all such events or information which has been disclosed to stock exchange(s), and such disclosures shall be hosted on the website of the Company for a minimum period of five years.

PLACE OF PRESERVATION / MAINTENANCE

The Documents and Records shall be preserved / maintained at the Registered Office of the Company or at any other place(s) as may be required.

ASSESSMENT AND AMENDMENT IN POLICY

The Company shall review this Policy periodically, in accordance with Applicable Laws, and may issue revised Policy in respect of the subject matter from time to time.
