


MD Okayed  
Inclusion of Dates of  
Indefinite Period  
  
20/11/2016

## POLICY FOR PRESERVATION OF DOCUMENTS

### **Purpose:**

In Compliance with Regulation 9 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Regulations"). The Board of Directors of the Company in its Meeting held on 27.10.2015 have adopted this policy for Preservation of Documents.

### **Objective:**

The objective of the policy is systematic identification, categorization, maintenance, review, retention and destruction of documents maintained, received or arising in the course of business of the Company. The Policy would govern accountability for adherence to its terms.

### **Policy for Preservation/ Maintenance:**

The Company shall maintain and preserve documents as specified hereunder:

#### **Category (a):**

The documents as defined in sub-section (36) of Section 2 of the Companies Act, 2013 that are required to be maintained under any Law permanently shall be preserved permanently.

#### **Category (b):**

The documents of the Company that are required to be maintained and preserved for specified time period shall be preserved by the Company for the Term not less than 8 Years after completion of the relevant transactions.

Provided that documents specified in clauses (a) and (b) may be kept in electronic mode.

### **Communication:**

Copy of this policy duly approved shall placed before the Board and circulated among all the Directors of the Company. This policy as amended from time to time shall be made available at the Web site of the Company.

### **Place of Preservation / Maintenance:**

The Listing Records shall be preserved / maintained at the Corporate Office of the Company unless any other law requires it to be maintained at the Registered Office or any other place, in which case the same shall be kept at such place.



## DOCUMENTS & REGISTERS TO BE PRESERVED

Type of Document	Retention Period	Format for Preservation of Records
Accounts related ledgers and Registers	10 Years	Soft and/ or Hard Copy
Annual Reports	Permanent	Soft and/ or Hard Copy
Audit Report	8 Years	Soft and/ or Hard Copy
Bank correspondence and Reconciliation	8 Years	Hard Copy
Bank Guarantees	Permanent	Soft and/ or Hard Copy
Depreciation Schedules	Permanent	Soft and/ or Hard Copy
Financial Statements	Permanent	Soft and/ or Hard Copy
Contract and lease Deed	10 Years	Hard Copy
Corporate Guarantees	Permanent	Soft and/ or Hard Copy
Correspondence (general)	5 Years	Soft and/ or Hard Copy
Legal and important Correspondence	Permanent	Soft and/ or Hard Copy
Correspondence with Customers and vendors	5 Years	Soft and/ or Hard Copy
Correspondence with Government Authorities	Permanent	Soft and/ or Hard Copy
Certifications	Permanent	Soft and/ or Hard Copy
Designs and other R&D records	Permanent	Soft and/ or Hard Copy
Dividend records	Permanent	Soft Copy
Employment related documents	Permanent	Soft and/ or Hard Copy
Indemnity Bonds (from expiry)	5 Years	Hard Copy
Insurance policies	Permanent	Hard Copy
Insurance Records	Permanent	Soft and/ or Hard Copy
Internal audit documents	Permanent	Soft and/ or Hard Copy
Purchase Orders and Invoices	8 Years	Soft and/ or Hard Copy
Attendance Register of Board Meeting, Committee Meeting	8 Years	Hard Copy
Statutory Registers under Companies Act	Permanent	Soft and/ or Hard Copy
Logistics Records	5 Years	Soft and/ or Hard Copy
Payroll records and summaries	8 Years	Soft and/ or Hard Copy
Personnel files	Permanent	Hard Copy
Production and Operations records	5 Years	Soft and/ or Hard Copy
Quality records	Permanent	Soft and/ or Hard Copy
Retirement & Resignation records	Permanent	Soft and/ or Hard Copy
Shareholders records	Permanent	Soft and/ or Hard Copy
Tax returns	10 Years	Soft and/ or Hard Copy
Trademark registrations, Patents and copyrights	Permanent	Soft and/ or Hard Copy
Income tax records	10 Years	Soft and/ or Hard Copy
Income tax (cases)	Permanent	Hard Copy
Central Excise & VAT records	6 Years	Soft and/ or Hard Copy
Central Excise & VAT (cases)	Permanent	Hard Copy
Customs records	7 Years	Soft and/ or Hard Copy
Customs (cases)	Permanent	Hard Copy
Service Tax records	5 Years	Soft and/ or Hard Copy
Service Tax cases	Permanent	Hard Copy
Forex Transaction Records	8 Years	Soft and/ or Hard Copy
Disclosures made to Stock Exchanges	5 Years	Soft and/ or Hard Copy
Disclosures made to Stock Exchanges displayed on the Website	5 Years	Soft and/ or Hard Copy
Investor Relations Documents in the Website	8 Years	Soft and/ or Hard Copy
Every messages sent through Email or any such services	90 days	Soft copy
Fixed Asset Invoice	Permanent	Soft and/ or Hard Copy
Sales order & Confirmation customer data	Permanent	Soft and/ or Hard Copy
Labour related forms, registers and registers	7 Years	Soft and/ or Hard Copy