

POLICY FOR PRESERVATION OF DOCUMENTS

PREAMBLE:

This Policy deals with the preservation of documents in terms of Regulation 9 of Chapter III of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (LODR Regulations).

As per Regulation 9 of the LODR Regulations, every listed company shall have a policy for preservation of documents, approved by its board of directors, classifying them in at least two categories as follows:

- 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:

APPROVAL:

This Policy is reviewed and approved by the Board of Director of the Company at its meeting held on November 14, 2015 and shall be effective from December 1, 2015.

POLICY:

Corporate records are all paper or electronic records that are produced by you as an employee, including but not limited to, memoranda, contracts, e-mails, time sheets, effort estimates and expense records.

The Company is required to maintain certain types of corporate records for a specified period of time. Failure to do so could subject the Company and its employees to serious legal consequences.

All employees are expected to fully comply with this policy.

Generally, all corporate records (whether electronic or paper) of the Company are to be retained for no less than three (3) years, and may be destroyed thereafter.

If an employee believes, or the Company requires that Company records are relevant to litigation or potential litigation, then these records need to be preserved until the Legal Department advises otherwise.

Additionally, there are certain types of records that need to be retained for a longer period of time, as identified below.

- a. **Board of Directors Records:** Minutes of meetings of the Board of Directors shall be maintained in perpetuity. A copy of all materials provided to the Board of Directors or Committees of the Board shall be maintained for no less than three (3) years.
- b. **Press Releases & Public Filings:** All press releases and publicly filed documents shall be maintained in perpetuity. All events and press releases filed with the stock exchanges shall be maintained for no less than five (5) years on the website of the company.
- c. **Books of Accounts and Tax Records:** Books of accounts and Tax records should be retained for at least eight (8) years following the completion of the relevant transactions or assessment year for which the records were last used.
- d. **Employment Records:** The Company maintains personnel records that include recruitment, employment and personal information. These records also reflect performance reviews and any other matters arising out of the course of employment, such as actions taken against personnel. These records should be retained for a period of three (3) years following the cessation of employment.
- e. **Intellectual Property Records:** Documents relating to the development and protection of intellectual property rights should be maintained for the life of such intellectual property right.
- f. **Contracts:** Execution copies of all contracts entered into by the Company should be retained for at least three (3) years following the expiry or termination of the contracts.

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The Company maintains a business continuity plan (BCP) designed to ensure safety of staff as well as members of the general public, safeguard the documents and records and to enable a return to normal operating with minimal disruption. Detailed procedures for responding to an incident are part of the BCP

In the event of major incident, the first priority is the safety of the people, followed by immediate action to rescue or prevent further damage to the records. Depending on the immediate threat, emergency response and recovery actions will take precedence over all other Company activities.

The Company has made appropriate provision for the backup of its digital collections, including the provision of offsite security copies. The backup copies are actively maintained to ensure their continued viability. The Company's BCP ensures that the digital collections and technical infrastructure required to manage and access them can be restored in the event of an emergency.

Failure to comply with this policy may result in disciplinary action against the employee, including suspension or termination.

PRESERVATION OF DOCUMENTS IN ELECTRONIC MODE:

The Company may preserve all the documents, papers, applications, notices, deeds, returns and/or registers or any other documents, as may be required from time to time, in electronic mode in the following manner:

- a. The documents shall be stored in the Portable Document Format (PDF) or in a non-editable format in a secured system. "Secured system" in this regard shall mean computer hardware and software, and procedure that:
 - 1) are reasonably secure from the unauthorized access and misuse;
 - 2) provide a reasonable level of reliability and correct operation;
 - 3) are reasonably suited to performing the intended functions; and
 - 4) adhere to generally accepted security procedures.

Provided that all Original Certificates issued in the name of the Company by the Statutory and Regulatory bodies shall always be kept in Physical form.

- b. The documents as required under the provisions of the Act or the Regulations should be adequately recorded for future reference;
- c. The documents shall be capable of being readable, retrievable and reproducible in printed form;
- d. The documents shall be capable of being dated and signed digitally wherever it will be required under the provisions of the Act or the Regulations;
- e. The Managing Director, Company Secretary or any other director or officer of the Company as the Board may decide shall be responsible for the maintenance and security of electronic records.

AMENDMENT:

The policy should be reviewed periodically by the senior Management and amendments effected to subject to approval of the Board if and when practical difficulties are encountered. The senior management may also review the policy on document retention to comply with any local, state, central legislations that may be promulgated from time to time.