



## **POLICY ON PRESERVATION OF DOCUMENTS AND ARCHIVAL POLICY**

### **SONASELECTION INDIA LIMITED**

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## **POLICY ON PRESERVATION OF DOCUMENTS AND ARCHIVAL POLICY**

### **PREFACE**

The Board of Directors (**“the Board”**) of Sonaselection India Limited (**“the Company”**) has adopted the following policy with regard to preservation and archival of Documents. Regulation 9 of the Securities Exchange Board of India (**“SEBI”**) (Listing Obligation and Disclosure Requirements) Regulations, 2015 requires the Company to frame a policy on preservation of documents. Further, Regulation 30 (8) of the Securities Exchange Board of India (**“SEBI”**) (Listing Obligation and Disclosure Requirements) Regulations, 2015 requires the Company to frame a Policy on website disclosure and archival of such disclosures.

In compliance to the aforesaid regulation, this policy is formulated to define a process for preservation of documents and to further develop a guideline for archival of such documents including those which are maintained in the electronic form and are disclosed on the website of the Company. In other words, the Policy further encompasses the manner of archival of the documents which have been disclosed on the website of the Company for the timeframe prescribed in various Regulations.

### **PURPOSE OF THE POLICY**

This Policy sets the standard for classifying, managing and storing of records of the Company. The purpose of this policy is to establish a framework for effective record management and the process for subsequent archival of such records.

### **DEFINITIONS**

**“Applicable Law”** means any law, rules, regulations, circulars, guidelines or standards under which the preservation or archival of the Documents has been prescribed.

**“Archive/archiving”** is the process of transferring records to a repository managed by personnel specialized in storing, appraising, conserving and authorizing access to the records entrusted. Archiving allows for future retrieval and use of information. Archiving serves two main functions: conserving evidence in case of a legal claim or audit, and preserving the historical memory and proof of an activity.

**“Board”** in relation to the Company, means the collective body of the directors of the Company.

**“Company”** means Sonaselection India Limited.

**“Electronic Form”** means any contemporaneous electronic device such as computer, laptop, compact disc, floppy disc, space on electronic cloud, or any other form of storage and retrieval device, considered feasible, whether the same is in possession or control of the

Company or otherwise accessible to the Company.

**“Regulations”** mean SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 including any modifications, clarifications, circulars or re-enactment thereof.

**“Records / Documents”** includes and contains all relevant information relating to the Company and necessary documentations required to be maintained under the Applicable Law.

**“Policy”** means this Policy on Preservation of documents and Archival Policy and as may be amended from time to time.

Any other term not defined herein shall have the same meaning as defined in the Companies Act, 2013, the Regulations or any other applicable law or regulation to the extent applicable to the Company.

## **TYPE OF DOCUMENTS AND TIME PERIOD FOR PRESERVATION**

The Company shall maintain and preserve documents as specified hereunder:

### **Category (A):**

The documents of permanent nature (listed in **Annexure-1**) shall be maintained and preserved permanently by the Company subject to the modifications, amendments, addition, deletion or any changes made therein from time to time.

Provided that all such modifications, amendments, addition or deletion in the documents shall also be preserved permanently by the Company.

### **Category (B):**

The documents of the company to be maintained and preserved for specified time period after completion of the relevant transactions (listed in **Annexure-2**) shall be preserved by the Company for the term not less than eight years after completion of the relevant transactions subject to the modifications, amendments, addition, deletion or any changes made therein from time to time.

Provided that all such modifications, amendments, addition or deletion in the documents shall also be preserved for a term not less than eight years.

For the purpose of this policy, document may include the following:

1. ‘books and papers’ as defined in clause 12 of Section 2 of the Companies Act, 2013;
2. ‘books of accounts’ as defined in clause 13 of Section 2 of the Companies Act, 2013;
3. ‘documents’ as defined in clause 36 of Section 2 of the Companies Act, 2013;
4. ‘register of company’ as defined in clause 74 of Section 2 of the Companies Act, 2013

Further, the Company may deem fit and possible from time to time maintain above mentioned documents in electronic form to the extent possible.

Notwithstanding anything contained in this policy in case of dispute with tax authorities

or government authorities, records and documents relating to dispute will be preserved till the settlement of dispute or eight years whichever is later.

## **PRESERVATION PRINCIPLES**

1. The Company shall disclose on its website all such events and information which have been disclosed to the Stock Exchanges under Regulation 30 of the Listing Regulations. Such disclosures shall be hosted on the website of the Company for a period of five years from the date of disclosure to the Stock Exchanges. For ensuring safety of the data hosted on the website of the Company, a back-up of the website shall be taken atleast on a regular interval.
2. After five years, such disclosures shall be removed from the Company's website and preserved in a secured server of the Company. Such disclosures shall be preserved in a logical manner viz. as per nature/date of the disclosure, etc. to facilitate easy retrieval as and when required. The disclosures shall be preserved in a non-editable format which do not require permanent preservation but require years of preservation as prescribed under Applicable Law on the server of the Company.
3. Physical preservations shall be ensured in proper store / record rooms, access to which shall be allowed to only persons authorised.

## **EFFECTIVE DATE**

This Policy shall be effective from the date of approval by the Board, unless specified otherwise.

## **AMENDMENT**

Any change in the Policy shall be approved by the Board of Directors of the Company. The Board of Directors shall have the right to withdraw and / or amend any part of this Policy or the entire Policy, at any time, as it deems fit, or from time to time, and the decision of the Board in this respect shall be final and binding.

## **COMMUNICATION**

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

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**Annexure 1:**

**Documents whose preservation shall be permanent in nature:**

<b>Sr. No.</b>	<b>Nature of Document(s)</b>
1	Incorporation Documents
2	Statutory Registers required under applicable laws
3	Policies, Charters and Codes of the Company
4	Property Card, Ownership, records issued by government Authority
5	Material agreements/ contracts, which, even if terminated, may have an impact on business
6	Orders/judgement issued by Courts/statutory bodies and other background documents relevant for understanding such Orders
7	Prospectus / offer documents issued by the Company
8	All documents and Information originally filed with ROC for Incorporation of Company
9	Memorandum of Association and Articles of Association as originally filed and updated from time to time
10	Register of Members
11	Index of Members
12	Minutes of General Meeting
13	Minutes of Board Meeting
14	Minutes of various Committee Meetings
15	Any other document as may be required to maintain in terms of applicable law(s), maintained and preserved from time to time

**Annexure 2:**

**Documents with preservation period of not less than eight years after completion of the relevant transactions:**

Sr. No.	Nature of Document(s)
1	Books of Accounts
2	Annual Return(s)
3	Register of Debenture holders
4	Index of Debenture holders
5	Statutory Registers
6	Tax related records and documents
7	Documents/Information furnished to Stock Exchanges including information submitted in compliance of SEBI Listing Regulations, as amended from time to time, shall be preserved for a minimum period of eight (8) years from the end of the financial year in which the documents/information is furnished
8	Disclosures made under the SEBI (Prohibition of Insider Trading) Regulations, 2015
9	Office Copies of Notices, Agenda, Notes on Agenda of Board Meetings and Board Committees and other related papers shall be preserved for as long as they remain current or for eight financial years, whichever is later and may be destroyed thereafter with the approval of the Board, as prescribed by the “Secretarial Standard-1 on Meetings of Board of Directors” issued by the Institute of Company Secretaries of India
10	Disclosure of interest received from directors of the Company in the manner prescribed
11	Instrument creating a charge or modifying a charge, Changes to the Memorandum and Articles of Association, Office Copies of Notices, Scrutinizer’s Report and related papers regarding General Meetings (including AGM) shall be preserved for as long as they remain current or for eight (8) financial years, whichever is later and may be destroyed thereafter with the approval of the Board, as prescribed by the “Secretarial Standard-2 on General Meetings” issued by the Institute of Company Secretaries of India;
12	Employment record for the employees of the Company
13	Attendance Register for Board Meeting and recording of attendance of Meetings through Electronic Mode for eight (8) financial years and may be destroyed thereafter with the approval of the Board, as prescribed by the “Secretarial Standard1 on Meetings of Board of Directors” issued by the Institute of Company Secretaries of India

14	Marketing documents and Press releases
15	Legal documents including but not limited to contracts, legal opinions, orders passed by various courts and tribunals, documents relating to cases pending in any court, tribunal or authority
16	Disclosures made under Regulation 30 of the SEBI (LODR) Regulations, 2015
17	Any other document as may be required to maintain in terms of applicable law(s), maintained and preserved from time to time