

DANDY CO.LTD
APPROVAL FOR DISCARDING OF FILES CONTAINING ACCOUNTING RECORDS



As per statutory requirements, accounting books must be preserved for 10 years, while other documents such as invoices and correspondence should be retained for 5 years. Currently, we have several invoices and correspondence files older than five years stored in our facilities. Due to limited storage space, we propose disposing of these files, as summarized below.

Additionally, we seek approval to implement a cyclical process for file disposal, wherein documents are cleared each year upon completing their five-year retention period.

S.No	File Year	Item Description	No of Files	Location	Reason for discarding
1	2019	Payable Related File	133	Street-2 Store	
2	2018	Payable Related File	56	Street-2 Store	
3	2017	Payable Related File	20	Street-2 Store	
4	2016	Payable Related File	6	Street-2 Store	
5	2019	Receivable Related File	48	Street-2 Store	
6	2018	Receivable Related File	37	Street-2 Store	
7	2017	Receivable Related File	30	Street-2 Store	
8	2019	Petty cash Related File	51	Street-2 Store	
9	2018	Petty cash Related File	74	Street-2 Store	
10	2019	Payroll Related Files	1Box	Street-2 Store	
11	2018	Payroll Related Files	14	Street-2 Store	
12	2017	Payroll Related Files	30	Street-2 Store	
13	2019	Payable Related File	44	Street-39 Store	
14	2018	Payable Related File	36	Street-39 Store	
15	2017	Payable Related File	18	Street-39 Store	
16	2016	Payable Related File	30	Street-39 Store	
17	2015	Payable Related File	18	Street-39 Store	
18	2018	Receivable Related File	1	Street-39 Store	
19	2017	Receivable Related File	14	Street-39 Store	
20	2016	Receivable Related File	23	Street-39 Store	
21	2015	Receivable Related File	30	Street-39 Store	
Total				713	

REQUESTED BY

Finance Manager

RECOMMENDED BY

General Manager

APPROVED BY

Authorized Signatory