

POLICY REFERENCE	:	Policy for preservation of documents under Securities and Exchange Board of India (Listing Obligations and Disclosures Requirements), Regulations, 2015 (SEBI Listing Regulations)
POLICY OWNER	:	SECRETARIAL DEPT

VERSION NUMBER	APPROVEDBY	DESCRIPTION
1.	Board	Policy for preservation of documents under SEBI Listing Regulations

KAKATIYA CEMENT SUGAR AND INDUSTRIES LIMITED

Policy for preservation of documents under SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

1) Preamble:

This Policy is formulated in terms of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015.

2) Documents whose preservation shall be permanent:

The following documents shall be preserved on permanent basis:

Sl. No.	Name of the Document	Regulation Reference
a)	Shareholding Pattern	31 (1) (b)
b)	Quarterly Financial Results	33 (3) (a)
c)	Annual Financial Results	33 (3) (d)
d)	Annual Report	34 (1)
e)	Voting Results of Shareholders	44 (3)
f)	Yearly Disclosure of shareholding of Promoters	30 of Securities and Exchange Board of India (Substantial Acquisition of Shares and Takeovers) Regulation, 2011

3) Preservation of Documents for 8 years:

The following Documents shall be preserved for 8 years:

Sl. No.	Name of the Document	Regulation Reference
a)	Statement under Grievance Redressal Mechanism	13(3)
b)	Corporate Governance Report	27(2)(a)
c)	Compliance Certificate to the exchange about the share related activities maintained by RTA registered with SEBI	7(3)
d)	Compliance Certificate w.r.t. Transfer or transmission or transposition of securities within 30 days	40(10)
e)	Listing Fees	14
f)	Intimation of appointment of Share Transfer Agent	7(5)
g)	Prior Intimations of Board Meeting for financial Result	29(1)(a)
h)	Disclosure of Price Sensitive Information	30(6)
i)	Record date or Date of closure of transfer books	42(2)
j)	Record date for declaring dividend and / or cash bonus	42(3)
k)	Disclosure of information or events	30
l)	Reconciliation of Share Capital Audit Report	55A of SEBI (Depositories and Participants) Regulations, 1996
m)	Securities and Exchange Board of India (Prohibition of Insider Trading), Regulations, 2015.	7, 8 and 9

4) Preservation of Documents:

The documents specified in Item Nos. 2 & 3 shall be kept in electronic mode together with such other major corporate actions that might happen from time to time.