

# **SHIRDI INDUSTRIES LIMITED**

## **Policy for Preservation of Documents (As approved by the Board of Directors on 02.04.2015)**

1. This Policy for Preservation of Documents (the ' Policy') has been adopted by the Board of Directors of the Company by passing of resolution through circulation on 30th November, 2015.
2. This Policy is intended to guide the Company and its officer on maintenance of any Documents, their preservation and disposal.
3. The preservation of Documents shall be done in the following manner:
  - a) Where there is a period for which a Document is required to be preserved as per Applicable Law, for the period required by Applicable Law.
  - b) Where there is no such requirement as per Applicable Law, then for such period as the document pertains to a matter which is "Current".
  - c) In case of any other Document, for such period, as a competent officer of the Company required to handle or deal with the Document takes a considered view about its relevance; Provided that generally speaking, a Document may be preserved for a period of 4 years from the date on which the Document was originated.
4. The Documents may be preserved in physical form or Electronic Form
5. The Authorized Person shall be required to preserve the Documents covered under this policy.
6. The preservation of Documents should be such as to ensure that there is no tampering, alteration, destruction or anything which endangers the content, authenticity, of the Documents.
7. The Access may be controlled by Authorized Person with preservation.
8. Subject to the Applicable Law, the custody of the Documents shall be with the Authorized Person, Where the Authorised Person tenders resignation or is transferred from one location of the Company to another, such Person shall hand over all the relevant Documents, lock and key, access control or password, or Company Disc, other storage devices or such other Documents and devices in his possession under the Policy. The Board may authorise such other person as it may deem fit as the Authorized Person.
9. The Board is authorized to make such alterations to this Policy as considered appropriate, subject; however, to the condition that such alterations shall be in consonance with the provisions of the applicable Acts and Regulations.
10. The period stated above is minimum retention/preservation periods and before actual destruction/disposal in terms of this policy, the retention schedule may be reviewed by the Authorized Person, if required, due to an on-going business use, internal audit requirement or any other like factor.