

**SHREE KRISHNA INFRASTRUCTURE LIMITED**

**POLICY ON PRESERVATION OF  
DOCUMENTS**



# SHREE KRISHNA INFRASTRUCTURE LIMITED

## **BACKGROUND**

Under Regulation 9 and 30 (8) Pursuant to SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“**Regulations**”) require every Listed Company to formulate a policy on Preservation of Documents which has to be approved by the Board of Directors.

In this context, the following policy has been framed by the Board of Directors (“**Board**”) with the objective of classifying various documents, records and registers for the purpose of maintenance and preservation.

This Policy can be modified and or amended with the approval of the Board of Directors only.

## **OBJECTIVE OF THE POLICY**

The objective of this Policy is to classify the documents, records and registers of the Company which are required:

- Documents which need to be preserved permanently by the Company subject to modifications, amendments, additions, deletions or any changes made therein from time to time. Provided that all such modifications, amendments, additions or deletions in the Documents shall also be preserved permanently by the Company.
- Documents with a preservation period of not less than the time period stipulated in the SEBI Listing Regulations and other laws and statutes applicable to the Company from time to time after completion of the relevant transactions and subject to modifications, amendments, additions, deletions or any changes made therein from time to time. Provided that all such modifications, amendments, additions or deletions in the Documents shall also be preserved for the said period. This period is currently eight years.

## **DEFINITIONS**

“**Document(s)**” refers to papers, notes, agreements, notices, advertisements, requisitions, order, declarations, forms, correspondence, minutes, indices, registers and or any other record, required under or in order to comply with the requirements of any applicable law, whether issued, sent, the time being in or otherwise, maintained on paper or in Electronic form received or kept in pursuance of the Act or under any other law for and does not include multiple or identical copies.

“**Electronic Record(s)**” means the electronic record as defined under clause (t) of sub - section (1) of section 2 of the Information Technology Act, 2000.

“**Electronic Form**” means on any electronic device such as computer, laptop, compact disc, floppy disc, space on electronic cloud, or any other form of storage and retrieval device,

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considered feasible, whether the same is in possession or control of the Company or otherwise the Company has control over access to it.

**‘Legal Hold’** refers to a direction from Legal to preserve certain data held by employees or databases. All retention periods under this Policy shall be suspended with respect to documents subject to Legal Hold and all documents subject to Legal Hold are to be preserved in strict accordance with Legal Hold instructions and not altered, destroyed or deleted until Legal informs employees that the Legal Hold has ended.

**“Maintenance”** means keeping Documents, either physically or in Electronic Form.

**“Preservation”** means to keep in good order and to prevent from being altered, damaged or destroyed.

**“Register”** means a register maintained under the Companies Act, 2013 / the SEBI Act.

**“Compliance Officer”** means the Company Secretary / and / or / Key Managerial Personnel appointed by Board of Directors as the Compliance Officer for the purpose of these regulations from time to time.

## **PRESERVATION OF DOCUMENTS**

- ▣ The Company shall preserve all its documents as per the requirements and provisions of the Companies Act, 2013 and the rules made there under, the Secretarial Standards, the Listing Regulations and any other law, rules, regulations as may be applicable to the Company from time-to-time.
- ▣ The Company Secretary shall be responsible for ensuring the overall implementation of the policy.

### **A. DOCUMENTS WHICH ARE TO BE MAINTAINED PERMANENTLY**

The Company shall maintain the following documents on a permanent basis:

1. The Original Signed and Stamped Memorandum of Association and the Articles of Association of the Company
2. Financial Statements, duly signed annual Report
3. Annual Returns filed with ROC. (Registrar of Companies)
4. Minutes of General Meetings, Board Meetings and various Committee Meetings
5. Disclosure made under the SEBI Insider and Takeover Regulations and SEBI (LODR) Regulations, 2015 to the Stock Exchange from time to time.

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6. Shareholders and Joint Venture Agreement.
7. Letter of Offer related to public issue, right issue, further issue, buyback offer, etc
8. Voting results of Shareholders meetings.
9. Common Seal
10. Index of members, Register of Members and Share Transfer Register and other statutory register maintained under the Act
11. Copies of all press releases, and documents filed with Stock Exchanges, Registrar of Companies and other regulatory authorities.
12. Intellectual Property Documents shall include, but shall not be limited to Copyrights, Trademarks, Patents, and Industrial Designs. Intellectual Property Rights Documents that are owned by the Company shall be retained by the Company permanently.
13. Foreign Register of Members, if any
14. Register of loans, guarantee, security and acquisition made by the company
15. Register of investments not held in its own name by the company, if any
16. Register of contracts with related party and contracts and Bodies etc. in which directors are interested
17. Register of Charges
18. Registers of Renewed and duplicate share certificates
19. Register of directors and KMP

## **B. DOCUMENTS WHICH ARE TO BE MAINTAINED FOR AT LEAST EIGHT (8) FINANCIAL YEARS.**

1. Books of account together with the vouchers relevant to any entry in such books of account
2. Register of Debenture holders (including Foreign Register of Debentures) or Register for any other Securities issued by the Company
3. Copies of all Annual Returns
4. Disclosure of Interest received from the Directors of the Company in the manner prescribed.

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5. Attendance Registers, Notices, Agenda, Notes on Agenda and other related papers of General Meetings, Board Meetings and various Committee Meetings
6. Instrument creating a Charge or modifying a Charge, if any
7. Changes to the Memorandum of Association and the Articles of Association, if any
8. Register of deposits accepted or renewed, if any
9. Tax Records - Tax records including, but not limited to documents concerning tax assessment, tax filings, proof of deductions, tax returns, appeal preferred against any claim made by the relevant tax Authorities, shall be maintained for a period of 8 years or for a period of 8 years after a final Order has been received with respect to any matter which was preferred for Appeal, as the case may be
10. Employment /Personnel Record in case of employees of the Company
11. Relevant marketing and sales documents
12. Press Releases
13. Legal documents including but not limited to contracts, legal opinions, pleadings, Orders passed by any court or tribunal, Judgments, Interim Orders, Documents relating to cases pending in any Court or Tribunal or any other Authority empowered to give a decision on any matter, Awards, Documents relating to property matters.

## **MODE OF MAINTENANCE**

The Company shall maintain these records either in physical or electronic mode. The applicable provisions of law, rules and regulations with regard to electronic maintenance of records shall be adhered to.

All the records shall be maintained as per the prescribed formats, if any, as amended from time-to-time under the various rules and regulations.

## **RESPONSIBILITY OF EMPLOYEES FOR PRESERVATION OF DOCUMENTS**

The Company Secretary and in his/her absence thereof any Key Managerial Personnel appointed by the Board of Directors of the Company are responsible for taking into account the potential impacts on preservation of the documents in their work area and their decision to retain / preserve or destroy documents pertaining to their area.

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## **AUTHORITY FOR MONITORING THE POLICY**

The Company Secretary of the Company is authorised by the Board of Directors of the Company shall be responsible for monitoring the policy. The authorised person shall inform the Board of Directors about the monitoring of the policy.

The authorized person shall take necessary step to discharge his duty.

## **DISPOSAL AND DESTRUCTION OF RECORDS**

After the expiry of the statutory retention period, the preserved documents may be destroyed.

Destruction of documents as a normal administrative practice shall be followed for the records which are duplicate/unimportant/irrelevant.

This applies to both Physical and Electronic Documents. The documents may be destroyed as follows:

- a. Recycle non-confidential paper records;
- b. Shred or otherwise render unreadable confidential paper records; or
- c. Delete or destroy electronically stored data.

## **COMPLIANCE**

All employees of the Company are required to comply with the provisions of this Policy. Failure to comply by any employee of the Company may result in disciplinary action by the Company, including suspension or termination of employment.

## **INTERPRETATION**

In any circumstance where the terms of this Policy are inconsistent with any existing or newly enacted law, rule, regulation or standard governing the Company, the said law, rule, regulation or standard will take precedence over this Policy and procedures.

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