

PRATIBHA SYNTEX LIMITED

POLICY FOR PRESERVATION OF DOCUMENTS AND ARCHIVAL

1. Introduction

The Companies Act, 2013 (“Act”) and other previous company law (Companies Act, 1956, to the extent applicable) and the Rules (“Rules”) framed there under the Act contain provisions for maintenance of various documents including registers and records by the Companies, the place at which such documents are to be maintained and the period for preserving such documents.

2. Objective

The objective of this Policy is preservation of documents of Pratibha Syntex Limited (the “Company”) in compliance with the requirements of the Companies Act, 2013, Companies Act 1956 (to the extent applicable), Rules framed thereunder and other corporate laws applicable to the company.

3. Preservation of Documents

1. As per the Policy, the Company shall maintain and preserve register and records, books and/or paper, books of accounts, etc. (“Documents”) as follows:
 - a) Documents to be preserved permanently;
As required under the provisions of the Act / Rules / Regulations, the documents which are required to be preserved on permanent basis shall be maintained and preserved by the Company permanently.
 - b) Documents to be preserved for eight years;
As required under the provisions of the Act / Rules / Regulations, the documents which are required to be preserved for a period of eight years shall be maintained and preserved by the Company accordingly.
 - c) Documents to be preserved for two years.
In cases of documents for which no period is specified under the Act / Rules / Regulations, such documents shall be maintained by the Company for a period of two financial years from the close of relevant financial year.
2. Documents to be maintained under this Policy shall be preserved in Physical or in Electronic Form/Mode as per the provisions of the Act / Rules / Regulations. For this purpose, the word “Electronic Mode / Form” shall have same meaning as defined under the Act / Rules, as the case may be.

4. Procedure for disposal of Documents

The documents kept and preserved by the Company under this Policy for the respective periods may be destroyed after the expiration of such period as per the provisions of the Act / Rules / Regulations. In

absence of such provisions, such documents shall be destroyed after obtaining approval of the Chairman and Managing Director of the Company by the concerned Departmental Heads to which such document(s) relates.

The details of the Documents destroyed by the Company shall be recorded in the Register for Disposal of Records to be kept by Employees who are disposing of the Documents in the format prescribed at “Annexure A”.

5. Suspension of Documents disposal in the event of Litigation or Claims

In the event the Company is served with any Notice for documents from any of the Statutory Authorities or any Litigation is commenced by or against the Company, than the disposal of documents which are subject matter of Notice/Litigation, etc. shall be suspended till such time the matter is settled or resolved or disposed of. The Administrator shall immediately inform all Employees of the Company for suspension of further disposal of Documents.

6. Communication of this Policy

This Policy will be communicated to all Directors and employees of the Company. This Policy shall also be posted on the website of the Company.

7. Amendment

This Policy may be modified, amended, edited or substituted by the Board of directors to align with any statutory changes / modifications / amendments as may be required, from time to time.

Annexure – A
Specimen format of the register of documents disposed of / destroyed

Serial No.	Particulars of documents destroyed	Date and mode of destruction	Initials of Authorized Person