

# **Himadri Credit & Finance Limited**

## **Policy on Document Preservation**

**As adopted by the Board of Directors of the Company with effect from 1<sup>st</sup> December, 2015:**

### **BACKGROUND**

Pursuant to Regulation 9 of the SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015 every listed company shall have a policy for preservation of documents as approved by its Board of Directors.

This policy is concerned with the preservation, retention and archival of the corporate records, returns correspondences, paper and documents of M/s Himadri Credit & Finance Limited (hereafter referred as the "Company"). Henceforth, all the Senior Management Personnel as well as the employees are expected to adhere to this policy of the Company.

### **OBJECTIVES & PROCEDURES**

Basically, all the corporate records, returns correspondences, paper and documents of the Company (whether in electronic or physical form), are necessitated to be preserved and retained thereof either permanently, or for a period of 8 years following the relevant completion of the respective assignments.

All the documents, papers, correspondences, returns and records incidental to the various corporate compliances of the Company shall be kept in the custody of the Company Secretary of the Company or any other person as may be authorised by the Board of Directors in this regard.

#### **A. The register/records/documents which shall be kept permanently, includes but not limited to:**

- i) Minutes of all the meetings of Members, Board and Committees;
- ii) Memorandum & Articles of Association of the Company
- iii) Register of Members (MGT-1) along with the index;
- iv) Foreign Register of Members, if any;
- v) Register of Loan, Investment, Guarantee and Security;
- vi) Register of Investments;

- vii) Register of contracts or arrangements in which directors are interested;
- viii) Register of Charges;
- ix) Register of Directors & KMP;
- x) Register of Transfer;
- xi) Register of Attendance of Directors in Board and Committee meetings;
- xii) Register of renewed and duplicate shares issued;
- xiii) Shareholding pattern.

**B. The register/records/documents which shall be kept for a minimum period of 8 years from the end of the financial year to which it relates, includes but not limited to:**

- i) Office copies of Notices, Agenda, Notes on Agenda, Scrutinizers' Report and Register;
- ii) Register of Deposit;
- iii) Notices received in Form MBP-1-;
- iv) Register of proxies;
- v) Register of buyback of shares and securities;
- vi) Register of Employee Stock Option;
- vii) Books of Accounts along with the vouchers relevant to any entry in such Books of Accounts;
- viii) Copy of all Annual Returns and all copies of Certificates required to be annexed thereto;
- ix) Register of Debenture-holders;
- x) Foreign Register of Debenture-holders;
- xi) Records of shareholders for Unpaid / Unclaimed Dividend;
- xii) Cost Audit Records;
- xiii) Statutory Audit Reports and Annual Financial statements.

Register/Records mandatory to be maintained and preserved under the provisions of other applicable laws shall be preserved accordingly as specified therein.

## **DEMOLITION**

The documents, records, papers and returns mentioned hereinabove may be destroyed in the presence of the appropriate authority in terms of the provision of the rules and regulation made in this regard and as applicable from to time. The Board of Directors shall review the documents after a fixed interval of time which may be destroyed and the Company shall maintain a record of the documents destroyed thereof.