



GANESH BENZOPLAST LIMITED

**PRESERVATION OF DOCUMENT &
ARCHIVAL POLICY**



PRESERVATION OF DOCUMENT & ARCHIVAL POLICY

[Under Regulation 9 and 30(8) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015]

In terms of Regulation 9 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, Ganesh Benzoplast Limited is required to formulate a policy on preservation of documents required to be statutorily maintained by the Company. Further, Regulation 30(8) of the Listing Regulation also refers to an archival policy as per which all events or information which has been disclosed to Stock exchange shall be hosted on the website of the Company This Policy shall be known as “Policy on Preservation of Documents and Archival of Documents in the Website”.

OBJECTIVE

The purpose of this Policy is to specify the type of document(s) and time period for preservation of documents and records of the Company required to be statutorily maintained based on the classification mentioned under the Regulation 9 of the Listing Regulations, 2015 and also to archive any of the material of events or information which are disclosed by the Company to the Stock Exchange.

POLICY ON PRESERVATION OF DOCUMENTS

Regulation 9 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, provides that the listed entity shall have a policy for preservation of documents, approved by its Board of Directors, classifying them in at least two categories as follows;

- documents whose preservation shall be permanent in nature ;
- documents with preservation period of not less than eight years after completion of the relevant transactions.

Accordingly, the company has classified the preservation of documents to be done in the following manner:

- a) documents that needs to be preserved and retained permanently;
- b) documents that needs to be preserved and retained for a period of 8 years after completion of the relevant transactions.
- c) documents that needs to be preserved and retained for such period as prescribed under any statute or regulation as applicable to the Company.

An indicative list of documents and the time frame of their preservation is provided in Annexure -A

The documents may be preserved in physical or electronic form.



WEB ARCHIVAL POLICY

- a) The Company shall disclose on its website all events or information which has been disclosed to stock exchange.
- b) Such disclosures shall be retained on the website of the Company for a minimum period of five years.
- c) At the end of the fifth year the information shall be archived and preserved for a further period of three years.
- d) Thereafter, upon expiry of the period of three years from the date of archival, the information/disclosures may be permanently removed from the website.

AMENDMENT

Any change in the policy shall be approved by the Board of Directors of the Company. The Board of Directors shall have the right to withdraw and/or amend any part of this policy or the entire policy, at any time, as it deems fit, or from time to time, and the decision of the Board in this respect shall be final and binding.



Annexure-A

I. DOCUMENTS FOR PERMANENT PRESERVATION

- Registration Certificate
- Memorandum & Articles of Association
- Licenses & Statutory Approvals
- Property records including purchase and sale deeds, licences, copyrights, patents & trademarks
Statutory Registers required under applicable laws
- Accounting and Finance records including Annual Financial statements and Audit Reports, Investments Records,
- Minutes of General Meetings
- Minutes of Board Meetings
- Minutes of various Committee Meetings
- Material Agreements/ Contracts
- Orders issued by Courts/ Statutory Bodies
- Any other documents as may be required to be maintained permanently in terms of applicable law(s), and as maintained and preserved from time to time.

II. DOCUMENTS FOR PRESERVATION PERIOD OF NOT LESS THAN EIGHT YEARS AFTER COMPLETION OF THE RELEVANT TRANSACTIONS

- Books of Accounts, Vouchers, bank Statements
- Annual Returns
- Filings with Stock Exchanges, Registrar of Companies and other statutory authorities
- Personnel Documents
- Attendance Registers, Agenda papers, Notice of Board Meeting, Committee Meeting, General meeting and other related Papers.
- Payroll Records, Employee deduction authorisations, attendance records, employee medical records, leave records, Pension and retirement related Records, etc.
- Insurance Policies/ Claims under various policies
- Correspondence with Departments/ Shareholders
- Non-Statutory Registers/ Documents
- All notices pertaining to disclosure of interest of Directors

III. OTHERS

- Any other document as may be required to be maintained in terms of applicable law(s), maintained, and preserved from time to time.