



# Alkyl Amines Chemicals Limited

## Policy on Preservation of Documents

### REVISION HISTORY

Version	Description	Effective date	Approved on
V.0	Policy on Preservation of Documents	December 1, 2015	November 27, 2015

## I. BACKGROUND

The Securities and Exchange Board of India ("SEBI") has notified the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations") which is applicable to every listed entity effective from 1st December, 2015. The Listing Regulations will replace the existing Listing Agreements entered into by the Alkyl Amines Chemicals Limited ("Company") with the BSE Limited (BSE) and National Stock Exchange of India Limited ("Stock Exchanges").

The SEBI Regulations for listed entities, inter alia, contain provisions for preservation of Documents and re-produced as under:

"Regulation 9: Preservation of Documents"

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:

- a) Documents whose preservation shall be permanent in nature;
- b) Documents whose preservation period shall be not less than eight years after completion of relevant transactions.

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.

In this context, the following policy has been framed by the Board of Directors ("**Board**") of Alkyl Amines Chemicals Limited ("the Company") 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.

## II. OBJECTIVE OF THE POLICY

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

- (i) To be preserved permanently and
- (ii) To be preserved for a period of not less than 8 years.

## III. DEFINITIONS

"**Act**" means the Companies Act, 2013 and rules made thereunder, as amended from time to time.

**“Document(s)”** refers to papers, notes, agreements, notices, advertisements, requisitions, order, declarations, forms, correspondence, minutes, indices, registers and or any other records, 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, 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.

#### **IV. 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 thereunder, the Secretarial Standard, the Listing Regulations and any other law, rules, regulations as may be applicable to the Company from time-to-time 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.

#### ***Illustrative list of Documents which are to be maintained permanently:***

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

- a. The Original Signed and Stamped Memorandum of Association and the Articles of Association of the Company
- b. Minutes of General Meetings, Board Meetings and various Committee Meetings
- c. Registration Certificates

- d. Licenses and Statutory Approvals
- e. Register of Members along with Index
- f. Foreign Register of Members, If any
- g. Register of loans, guarantee, security and acquisition made by the Company
- h. Register of Investments not held in its own name by the company, if any
- i. Register of contracts with related party and contracts and Bodies etc. in which directors are interested
- j. Register of Charges
- k. Registers of Renewed and duplicate share certificates
- l. Register of directors and KMP
- m. Audited Financial Statements
- n. Material Agreements / Contracts
- o. Major orders issued by Courts / Statutory bodies
- p. Investment Documents / proofs including certificates etc
- q. 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.
- r. Any other document as may be required to be maintained permanently in terms of applicable law and preserved

***Illustrative list of Documents which are to be maintained for at least eight financial years:***

- a. Books of account together with the vouchers relevant to any entry in such books of account
- b. Register of Debenture holders (Including Foreign Register of Debentures) or Register for any other Securities issued by the Company
- c. Copies of all Annual Returns Disclosure of Interest received from the Directors of the Company in the manner prescribed
- d. Attendance Registers, Notices, Agenda, Notes of Agenda and other related papers of General Meetings, Board Meetings and various Committee Meetings,
- e. Instruments creating a Charge or modifying a Charge, if any
- f. Changes to the Memorandum of Association and the Articles of Association, if any
- g. Register of deposits accepted or renewed, if any
- h. Tax Records – Tax records including, but not limited to documents concerning tax assessment, tax filings, proof of deductions, tax returns, appeal referred against any claim made by the relevant tax Authorities, shall be maintained for a period of 8 years or for a period of 18 years after a final Order has been received with respect to any matter which was preferred for Appeal, as the case may be
- i. Employment /Personnel Record in case of employees of the Company
- j. Relevant marketing and sales documents
- k. Press Releases
- l. 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
- m. Non-Statutory Registers / Documents
- n. Correspondences with Statutory bodies / shareholders
- o. Insurance Policies
- p. Any other document as may be required to be maintained in terms of applicable law and preserved.

## **V. 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.

## **VI. DISPOSAL AND DESTRUCTION OF RECORDS**

After the expiry of the statutory retention period, the preserved documents may be destroyed in the manner approved by the concerned Departmental Heads to which such document(s) relate. 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.

## **VII. ROLES AND RESPONSIBILITIES**

The respective departmental heads of the Company shall be responsible for maintenance, preservation and destruction of documents in respect of the areas of operations falling under their respective charge.

## **VIII. GENERAL**

Notwithstanding anything contained in this Policy, the Company shall ensure compliance with any additional requirements as may be prescribed under any law / regulations either existing or arising out of any amendment to such law / regulations or otherwise and applicable to the Company from time to time.

## **IX. AMENDMENTS**

The Board may subject to the applicable laws amend any provision(s) or substitute any of the provision(s) with the new provision(s) or replace this policy entirely with a new policy entirely with a new policy. However, no such amendment or modification shall be inconsistent with the applicable provisions of any law for the time being in force.