

**Adoption of Preservation of Documents and Archival Policy**



## **POLICY FOR PRESERVATION OF DOCUMENTS**

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### **1.0 INTRODUCTION**

The Board of Directors (“the Board”) of Asian Warehousing Limited. (“the Company”) has adopted this policy on preservation of documents (“this Policy”).

This Policy is prepared in terms of Regulation 9 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (the “Listing Regulations”) and shall be effective from April 01, 2023.

### **2.0 OBJECTIVE**

This Policy contains guidelines for identifying Documents (defined later) that need to be maintained, the period of preservation of such Documents and its destruction/disposal. This Policy aims to provide efficient and systematic control on the periodicity and destruction of business related Documents.

### **3.0 DEFINITIONS**

The capitalized terms used in this Policy shall have the meaning ascribed to such terms in the Companies Act, 2013, rules made thereunder and the Listing Regulations (collectively, the ‘**Statutory Provisions**’), as the case may be.

For the purpose of this Policy, “**Document**” means document maintained in any medium, (paper, electronic, optical, magnetic, etc.), that is created, received, transmitted or used in the course of and in relation to the business of the Company.

Words importing the singular number shall, unless the context otherwise requires, also include the plural number and vice versa.

### **4.0 SCOPE**

This Policy applies to all departments and business functions of the Company but does not apply to personal or non-business information.

### **5.0 PERIODICITY OF PRESERVATION OF DOCUMENTS**

The below guidelines shall be followed for proper preservation of documents.

#### **Records to be preserved permanently**

1. Certificate of incorporation
2. Certificate for commencement of business
3. Memorandum and Articles of Association

4. Agreements made by the Company with Stock Exchanges, Depositories, etc.
5. Minute Books of General Meetings, Board and Committee Meetings as per Companies Act, 2013
6. Register and Index of Members
7. Register of Contracts as per Companies Act, 2013
8. Register of Charges as per Companies Act, 2013
9. Register of Investments as per Companies Act, 2013
10. Files relating to premises viz. Title Deeds/ Lease Deeds of owned premises/land and building, etc. and related Ledger / Register
11. Authorization / licenses obtained from any statutory authority
12. Policies of the Company framed under various regulations
13. Register of disposal of records
14. Certificates obtained from various statutory authorities
15. Such other records as may be required under any law from time to time
16. Register of Inter Corporate Loans and Investments as per section 186 of the Companies Act, 2013.

**Records to be preserved for minimum period of eight years**

1. Instrument creating charge or modification (from the date of satisfaction of charge) as per Companies Act, 2013
2. Register of Debenture Holders or any other security holders along with the index from the date of redemption of debentures or securities.
3. Annual Returns as per Companies Act, 2013
4. Annual financial statements including: - Annual accounts - Directors report - Auditors report
5. Income Tax Returns filed under Income Tax Act, 1961
6. All notices in form MBP — 1 received from Directors and KMPs along with any amendment thereto
7. Return of declaration in respect of beneficial interest in any share as per Companies Act, 2013
8. Copy of newspaper advertisement or publications
9. Records relating to Court Cases
10. Compliance Reports received from any statutory authority
11. Correspondences made with any statutory authority
12. Forms and returns filed with RBI/MCA or with any other statutory authority

***Where the preservation period of Documents is not included in the above identified categories, such period shall be determined by the application of the general guidelines affecting Document preservation identified in this Policy, as well as any other pertinent factors.***

*Any document not included above, should be maintained for a minimum period legally required and in other cases as determined by the respective head of the department in writing.*

## **6.0 ACCESSIBILITY AND RETRIEVAL OF RECORDS**

### **Retention of Physical records**

Preserved records shall be kept confidentially, securely with access control and with ease of retrieval, whether in-house or externally. Measures should be taken for physical security of the records maintained like selection of area of record room, firefighting device, access control, etc.

### **Retention of Electronic Records**

Wherever allowed/required by any law/statute, records may be maintained in electronic form. In case records and documents are maintained in electronic form, all the requirements relating to Information Technology Act, 2000, including any statutory amendment(s) or modification(s) thereto, shall be adhered to.

In case of switch-over to another electronic system, it should be ensured that all the records in the old electronic system should be migrated to new electronic system and all old records are accessible in the new system.

## **7.0 DESTRUCTION OF DOCUMENTS**

All information generated in the course of the Company's business activities that is not required to be retained must be safely destroyed or discarded as soon as practicable, but in any event within 180 days of the completion of the project/assignment/contract.

### **Physical**

The Documents should be destroyed at the end of the preservation period specified under Clause 5 of this Policy. The destruction should be carried out in a way that preserves the confidentiality of any information they contain, if so required. A record should be kept about the Documents that have been destroyed.

Records which are required to be maintained for certain period of time, shall be added to the archive when it no longer has a business need. Files or items when added to the archive will be recorded on a database that shall be maintained by the facilities and

retrieving the records from the archive must be for valid business reasons.

Office copies of Notices, Agenda, Notes on Agenda and other related papers of the transferor company, as handed over to the transferee company may be destroyed in terms of this clause and permission of the Central Government, where applicable. Documents should be shredded through a paper shredding machine and not sold as scrap.

#### **Electronic**

Electronic information, including e-mails that are no longer required to be retained, must be purged using appropriate techniques which ensure that the data cannot be reconstructed from the storage media on which it resided. Records stored on magnetic media must be destroyed by reformatting at least once. However, the backup copies of the records must also be destroyed.

#### **8.0 RESPONSIBILITY**

Functional heads of respective departments shall be responsible for monitoring the implementation of this Policy.

#### **9.0 POLICY ENFORCEMENT**

Failure to comply with this Policy may result in punitive action against the concerned employee. Questions regarding enforcement of the Policy should be referred to the Functional Heads or the Company Secretary of the Company.

#### **10.0 REVIEW AND AMENDMENT**

The Policy shall be reviewed as and when required to ensure that it meets the objectives of the Statutory Provisions and remains effective.

This Policy shall be reviewed periodically and may be amended by the Managing Director of the Company, as may be deemed necessary.

#### **11.0 INTERPRETATION**

In case of any conflict between the provisions of this Policy and of Statutory Provisions, the Statutory Provisions shall prevail over this Policy. Any subsequent amendment/ modification in the Statutory Provisions shall automatically apply to this Policy.

In case of any clarification required with respect to this Policy, kindly contact the Managing Director / Company Secretary of the Company.

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