

# ADARSH PLANT PROTECT LIMITED

## POLICY FOR PRESERVATION OF DOCUMENTS

(AS APPROVED BY THE BOARD ON ITS MEETING HELD ON 13TH FEBRUARY, 2016)

### 1. LEGAL FRAMEWORK

The Policy is framed in accordance with the requirements of the Regulation 9 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Regulations).

According to this regulation all listed entities shall have Policy for Preservation of Documents. This Policy is prepared commiserate with above said regulation.

### 2. DEFINITIONS

“**Board of Directors**” or “**Board**” means the Board of Directors of Adarsh Plant Protect Limited, as constituted from time to time.

“**Company**” means Adarsh Plant Protect Limited.

“**Documents**” shall mean all papers, records, files, books, tapes, CDs, DVDs, electronic storage devices etc., and the like as required to be maintained under any law or regulation for the time being in force.

“**Regulations**” mean Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 including any modifications, clarifications, circulars or re-enactment thereof.

### 3. OBJECTIVE

This policy sets the standards for managing, storing and preservation of documents of the Company broadly classified in the following two categories:

**A.** The documents of a permanent nature (**listed in Annexure 1**) shall be maintained and preserved permanently by the Company subject to the modifications, amendments, additions, deletions or any changes made therein from time to time.

Provided that all such modifications, amendments, additions, deletions in the documents shall also be preserved permanently by the Company.

**B.** The documents to be maintained and preserved for a specified time period after completion of the relevant transactions (**listed in Annexure-2**) shall be preserved by the Company for the term not less than eight years after completion of the relevant transactions subject to the modifications, amendments, additions, deletions or any changes made therein from time to time.

Provided that all such modifications, amendments, additions or deletions in the documents shall also be preserved for a term not less than eight years.



C. The documents disseminated on the website of the Company shall be made available for the period of 5 years in compliance with the SEBI (Listing Regulations and Disclosure Obligations), 2015.

Provided further that the Company may keep the documents as specified above in an physical or electronic mode.

#### **4. ROLES & RESPONSIBILITIES**

The respective Departmental Heads of the Company shall be responsible for maintenance, preservation and destroying of documents in respect of the areas of operations falling under the charge of each of them, in terms of this policy.

#### **5. GENERAL**

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

#### **6. DESTRUCTION OF DOCUMENTS**

After the expiry of the statutory retention period, the preserved documents may be destroyed in such mode under any instructions approved by the department head(s). Destruction of documents as a normal administrative practice will also be followed for the records which are duplicate/unimportant/irrelevant.

This applies to both Physical and Electronic Documents.

#### **7. DISSEMINATION OF THE POLICY**

For all Employees and Directors, a copy of this policy shall be posted on the web-site of the Company.

#### **8. 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. However, no such amendment or modification shall be inconsistent with the applicable provisions of any law for the time being in force.

**For, Adarsh Plant Protect Ltd.**

  
**ATISH PATEL**  
**DIN-NO.00084018**

## Annexure 1

Documents whose preservation shall be permanent in nature

S.N.	Nature of Document(s)
01	Common Seal of the Company
02	Certificate of incorporation
03	Certificate of change of name (if any)
04	Memorandum and Articles of Association as amended from time to time
05	Minutes of Board Meetings, General Meetings and various Committee Meetings.
06	Licenses & Statutory Approvals
07	Statutory Registers required under applicable laws
08	Audited financial statements
09	Material Agreements/Contracts
10	Orders issued by Courts/Statutory bodies
11	Investment Documents/proofs including certificates etc.
12	Any other document as may be required to maintain permanently in terms of applicable law(s), maintained and preserved from time to time.



## Annexure 2

Documents with preservation period of not less than eight years after completion of the relevant transactions

S.No	Nature of Document(s)
01	Books of Accounts
02	Annual Return(s)
03	Board Agenda and supporting documents
04	Office copies of Notice of General Meeting and related papers
05	Personnel Documents
06	Insurance Policies/ Claims under various policies
07	Correspondences with Departments/shareholders
08	Non-Statutory Registers/Documents.
09	Films, Videos, CDs, DVDs, tapes etc.
10	Any other document as may be required to maintain in terms of applicable law(s), maintained and preserved from time to time.

