



**POLICY ON PRESERVATION, CONTROL  
AND DESTRUCTION OF DOCUMENTS  
Of  
Alliance Integrated Metaliks Limited**

# **Policy on Preservation, Control and Destruction of Documents**

## **1. Preamble**

Regulation 9 of SEBI (Listing Obligations and Disclosure Requirements) Regulation, 2015 (“Regulations”) stipulates that every listed company shall have a policy on preservation of documents.

Securities and Exchange Board of India (SEBI) had specified that the policy dealing with the documents to be preserved shall include not only the documents.

## **2. PURPOSE OF THE POLICY**

The purpose of this Policy is to specify the type of document(s) and time period for preservation thereof based on the classification mentioned under Regulation 9 of Listing Regulations, 2015.

## **3. TYPE OF DOCUMENTS AND TIME PERIOD FOR PRESERVATION**

The company shall maintain and preserve documents as specified hereunder:

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

Provided that all such modifications, amendments, addition or deletion in the documents shall also be preserved permanently by the Company.

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

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

For the purpose of this policy, document may include the following:

1. ‘books and papers’ as defined in clause 12 of section 2 of the Companies Act,2013;
2. ‘books of accounts’ as defined in clause 13 of section 2 of the Companies Act,2013;
3. ‘documents’ as defined in clause 36 of section 2 of the Companies Act,2013;
4. ‘registers’ as defined in clause 74 of section 2 of the Companies Act,2013

Further, the company may deeming fit and possible from time to time maintain above mentioned documents in electronic form to the extent possible.

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

The respective Departmental Heads of the Company shall be responsible for maintenance and preservation of documents in terms of this policy and to report thereon to Audit Committee periodically. The Audit Committee of the Company shall periodically review report(s) from head of departments and decide the category for preservation of documents.

#### **5. 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.

#### **6. COMMUNICATION**

Copy of this policy duly approved shall be placed before the Board and circulated among all the Director of the Company for their necessary action. Human Resource and Administration Department are required to notify & communicate the existence and contents of this policy to the employees/ functional head of the Company. The new employees shall be informed about the policy by the Human Resource and Administration department. This policy as amended from time to time shall be made available at the Web site of the Company.

#### **7. Disclosure of the Policy**

The Company shall disclose this Policy on its website. The necessary disclosure, if any, about the policy will also be made as per the requirements of LODR Regulations and Companies Act 2013.

**Annexure A:**

**Documents whose preservation shall be permanent in nature:**

S. No	Nature of Document(s)
01	All documents and Information originally filed with ROC for Incorporation of Company.
02	Memorandum of Association and Articles of Association as originally filed and updated from time to time
03	Register of Members
04	Index of Members
05	Minutes of General Meeting
06	Minutes of Board Meeting
07	Minutes of various Committee Meetings
08	Any other document as may be required to maintain in terms of applicable law(s), maintained and preserved from time to time.

**Annexure B:**

**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	Register of Debenture holders
04	Index of Debenture holders
05	Statutory Registers
06	Any other document as may be required to maintain in terms of applicable law(s), maintained and preserved from time to time.