SUPER SALES INDIA LIMITED
CIN: L17111TZ1981 PLC 001109

POLICY FOR PRESERVATION & ARCHIVAL OF DOCUMENTS

1. INTRODUCTION

Company is mandatorily required to maintain various documents relating to the operations of the Company under various statues and maintain some of the documents as a record of happening of events which may or may not be statutorily required.

Various statues has prescribed a minimum period of maintenance of some of the documents but for some other documents no such period is prescribed under any statute.

In order to maintain the documents uniformly for certain period, a standard policy is required to be framed and followed by the Company.

2. REQUIREMENT

Regulation 9 and 30(8) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (LODR, 2015) requires that every listed Company shall have a policy for the preservation, maintenance and archival of documents. In compliance of the said Regulations the Company has proposed to adopt the Policy for the **Preservation, Maintenance and Archival of Documents** herein after referred to as the **"Policy"**

3. OBJECTIVE

The main object of this policy is to establish a suitable framework to maintain the documents and records which are required to be maintained by the Company to record happening of events and quick retrieval of required documents /records.

4. POLICY FOR PRESERVATION / MAINTENANCE / DESTRUCTION

A. Documents and Records of the Company which required to be maintained permanently are:

   a. Such documents / records which under any Act, Rule/ Regulation as required to be kept permanently.
   b. Such documents / records which could serve permanently as an evidence of any transaction relating to title for any property - whether movable, immovable or intellectual.
   c. Such other documents which in the perspective of the management.

B. Documents and Records which need to be preserved and maintained for a specified period of time by virtue of any Act/ Rule/ Regulation shall be preserved for that specified period.

C. Documents and Records which are not covered under A or B above, shall be preserved for a period of 8 years after completion of the transaction.

D. The documents/ records posted in the Company's website in pursuance of the requirements of LODR, 2015 shall be kept posted for a period of five years, thereafter shall be moved to archives. The website shall provide for the retrieval of the historical data from the archives at least for a period of ***five years after*** moving to archives.

E. Document and Records are to be maintained generally in physical form. However, wherever permitted by Law, may be maintained in electronic form- whether in digitized form or in any other form.

F. The system employed for the preservation of documents whether physical or in electronic mode shall ensure safety, not accessible to third parties, could maintain confidentiality and is easy to retrieve whenever required.

G. Documents which need to be preserved for a specified period, may be destroyed after completion of the specified period.

H. For destruction of the documents, the provisions of the relevant Act shall be duly complied with before destruction of the documents.

I. Documents/records destruction of which is not controlled by any Law for the time being in force may be destroyed after making a list of documents destroyed and after inspected by a responsible officer of the company.

J. Where, the documents / records of the Company are maintained by any external agency like the Registrar and Share Transfer agents, such agency shall ensure the adoption of this policy for the preservation of the documents of the Company

K. All the Statutory Registers /Documents / Books of accounts shall be maintained at the Registered Office of the Company or such other place as may be required.

6. APPLICABILITY

This policy is applicable for all the documents and records of the company maintained by all offices, factories, divisions, departments, sections of the Company and shall come in to force on and from the date of approval by the Board of Directors.

7. AMENDMENT

No change, modification or amendment to this policy is valid unless such change, modification or amendment is approved by the Board of Directors or is required pursuant to change in the applicable law.

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