

TIRUPATI SARJAN LIMITED

POLICY FOR PRESERVATION OF DOCUMENTS

1. Preface:

The Board of Directors (the “Board”) of Tirupati Sarjan Limited (the “Company”) has approved the following Policy (“The Policy”) of the Company for preservation of Documents / Records maintained by the Company either in Physical Mode or Electronic Mode (hereinafter referred to as “the Documents”).

This Policy has been formulated in accordance with the Regulation 9 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Listing Regulations).

2. Purpose of the Policy:

The purpose of the policy is to ensure that all the necessary documents and records of the Company are adequately protected and preserved as per the statutory requirements and to ensure that the records of the Company which are no longer needed or are of no value are discarded after following the due process for discarding the same.

3. Administration:

Attached as Appendix A is a Documents Preservation Schedule that is approved as the initial Schedule for maintenance, preservation and disposal of the Documents. The Company may preserve the Documents in electronic mode. The Compliance Officer of the Company, (the Administrator) shall be in-charge of administration of this policy and implementation process and procedures to ensure that Documents Preservation Schedule is followed. The Administration is also authorized to make modifications to the Documents Preservation Schedule from time to time to ensure that it is in compliance with local, State and Central Laws and monitor compliance with this Policy.

4. Periodical Review of the Policy by Top Management:

The policy should be reviewed periodically by the Top Management and amendments effected to subject to approval of the Board if and when practical difficulties are encountered. The Top Management may also review the policy on document retention to comply with any local, state, central legislation that may be promulgated from time to time.

5. Procedure for disposal of documents:

The Documents of the Company which are no longer required as per the time schedule prescribed in Appendix A may be destroyed. The Administrator may direct Employees in charge from time to time to destroy the Documents which are no longer required as per the Documents Preservation Schedule given under Appendix A. The details of the Documents destroyed by the Company shall be recorded in the Register for Disposal of Records to be kept by Employees who are disposing of the Documents in the format as may be prescribed at Appendix B.

6. Suspension of Documents Disposal:

In the event of Litigation or Claims In the event the Company is served with any Notice for documents from any Statutory Authorities or any Litigation is commenced by or against the Company, than the disposal of documents which are subject matter of Notice / Litigation, etc. shall be suspended till such time the matter is settled or resolved or disposed of. The Administrator shall immediately inform all Employees of the Company for suspension of further disposal of Documents.

7. Communication of this policy:

For all new Employees and Directors, a copy of this Policy shall be handed over as a part of the joining documentation, along with other HR related policies. For all existing Employees and Directors, a copy of this policy shall be handed over within one month of the adoption of this policy by the Board of Directors of the Company. This Policy shall also be posted on the web-site of the Company.

8. 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.

**** The Existing Statute shall prevail if there is any contradiction between statute and Policy. If any matter which is not stated in the policy than company need to comply accordingly as mentioned in respective statute.***

APPENDIX A – DOCUMENTS PRESERVATION SCHEDULE

The Documents Preservation Schedule is organized as follows:

Section Topic

- A. Corporate Records**
- B. Accounts and Finance**
- C. Tax Records**
- D. Legal Files and papers**
- E. Property Records**
- F. Project Records**
- G. Insurance Records**
- H. Personnel Records**
- I. Electronic records**

A: Corporate Records		
Sr No.	Record Type	Period
Documents to be retained permanently		
1.	Minutes Books of Board, General Meetings and Committees Meetings	Permanent
2.	Statutory Registers	Permanent
3.	License and Permissions	Permanent
4.	Statutory Forms Except for routine compliances	Permanent
5.	Scrutinizers Reports	Permanent
6.	Register of Members	Permanent
7.	Index of Members	Permanent
Documents to be retained for a minimum period of 8 years		
8.	Annual Returns	8 years from the filing with the Ministry of Corporate Affairs
9.	Board Agenda and supporting documents	8 years
10.	Attendance Register	8 years
11.	Office copies of Notices of General Meeting and related papers	8 years
12.	Office copies of Notice of Board Meeting / Committee Meeting, Agenda, Notes on Agenda and other related papers	8 years
Miscellaneous		
13.	Register of Debenture-holders, if any	15 years after the redemption of Debentures
14.	Index of Debenture-holders, If any	15 years after the

		redemption of Debentures
--	--	-----------------------------

B: Accounts and Finance		
Sr No.	Record Type	Period
Documents to be retained permanently		
1.	Annual Audit Reports and Financial Statements	Permanent
Documents to be retained for a minimum period of 8 years		
2.	Annual Plans and Budgets	8 years after completion of Audit
3.	Books of Accounts, Ledgers and Vouchers	8 years from the end of Financial Year or completion of assessment under Income Tax whichever is later.
4.	Bank Statements	8 Years
5.	Investment Records	8 Years
Miscellaneous		
6.	General Correspondence	3 Years

C : Tax Records		
Sr No.	Record Type	Period
Documents to be retained permanently		
1.	Tax Exemption and Related documents	Permanent
2.	Tax Bills, receipts and payments	Permanent
Documents to be retained for a minimum period of 8 years		
3.	Value Added Tax Records	8 years from the end of the Financial Year or completion of assessment under the applicable law is over whichever is later.
4.	Tax Deducted at Source Records	8 years from the end of the Financial Year or completion of assessment under the applicable law is over whichever is later.
5.	Income Tax Papers	8 years from the end of the Financial Year or completion of assessment under the applicable law is over whichever is later.
6.	Service Tax papers	8 years from the end of the

		Financial Year or completion of assessment under the applicable law is over whichever is later.
--	--	---

D: Legal Files and Records		
Sr No.	Record Type	Period
Documents to be retained permanently		
1.	Court Orders	Permanent
Documents to be retained for a minimum period of 8 years		
2.	Contracts, Agreements and Related correspondence (including any proposal that resulted in the contract and other supportive documentation)	8 years after termination or expiration of contracts
Miscellaneous		
3.	Legal Memoranda and Opinions including subject matter files	3 years after the close of matter
4.	Litigation files	3 years after close of the Litigations

E: Property Records		
Sr No.	Record Type	Period
Documents to be retained permanently		
1.	Original Purchase and Sale Agreement	Permanent
2.	Property card, Index II, Ownership records issued by Government Authority	Permanent
3.	Property Insurance	Permanent

F: Project Records		
Sr No.	Record Type	Period
Documents to be retained permanently		
1.	Project Documents and Related Correspondence (including any proposal of the Project and its approval)	Permanent

G: Insurance Records		
Sr No.	Record Type	Period
Documents to be retained for a minimum period of 8 years		
1.	Journal Entry support data	8 years
2.	Inspection Reports	8 years

Miscellaneous		
3.	Claim records	Till settlement is over and claim money is received
4.	Group Insurance Plans	Until plan is amended or Terminated

H: Personnel Records		
Sr No.	Record Type	Period
Documents to be retained permanently		
1.	Payroll Registers	Permanent
2.	Bonus, Gratuity and other Statutory Records	Permanent
Documents to be retained for a minimum period of 8 years		
3.	Time office Records and Leave Cards	8 years
4.	Unclaimed Wages Records	8 years
5.	Employee Information Records	8 years
Miscellaneous		
6.	Employee Medical Record	3 years after separation

I: Electronic Records	
1. Electronic Mail	
<ul style="list-style-type: none"> • All e-mails received from Internal and External Sources may be deleted after 3 years. • Employees will strive to keep their e-mails related to business issue. • All e-mails related to business issue should be downloaded to a server or user directory on server. • Employees are requested to take care not to send proprietary or confidential internal e-mails to outside sources. • All e-mails of Employees which are important should be copied to the employees' folder. 	

APPENDIX – B

Sr. No.	Particulars of documents destroyed	Date and mode of destruction with the initials of Secretary or other authorized person