

# **Authum Investment and Infrastructure Limited**

## **Policy for Archive, Preservation and Disposal of Documents**

This Policy is effective from December 1, 2015.

### **Introduction**

The Board of Directors of Authum Investment and Infrastructure Limited adopted the following policy with regard to preservation and archival of Documents. Regulation 9 of SEBI (listing obligation and Disclosure Requirements) Regulations, 2015 requires the Company to frame a policy for preservation of documents. Further, Regulation 30(8) requires the Company to frame a Policy on website disclosure and archival of such disclosures.

The principle of document retention is to preserve useful documents permanently or for the limited period of time during which their retention is useful or required by law to ensure corporate compliance with statutory and regulatory document retention rules and requirements.

### **Objective**

The Company makes this Policy for Archive, Preservation and Disposal of Documents in compliance with the provisions of Companies Act, 2013 and Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 with the main objective to establish guidelines for the Company for preservation and archival of documents and orderly disposal of documents of the Company covered under this Policy.

### **Applicability of Policy**

This policy shall apply to all the documents that are required to be maintained and preserved under the applicable provisions of the Companies Act, 2013 and the Rules made thereunder, the SEBI Act 1992, the SEBI Regulations and any other acts, rules and regulation for the time being in force.

All the documents required to be maintained by the Company are broadly categorized as:

- i. Statutory and Regulatory documents.
  - ii. Other documents
- a) All the statutory and regulatory documents that are required to be maintained and preserved by the Company shall be maintained and preserved for such duration as may be specified by the relevant statute or regulation, as the case may be, governing the maintenance of the particular document.
- b) Other documents shall be preserved either permanently or for such period as may be specified by the company from time to time.

c) All the documents, records that are statutorily required to be hosted on the website of the Company as per SEBI regulations or other applicable law, shall be hosted on the website for a minimum period of five (5) years or for such period as may be mentioned in the relevant law, whichever is longer.

### **Disposal or Destruction of the Documents**

All the registers, records, documents, covered under this policy, may be destroyed after the expiration of the applicable preservation period and the Company shall maintain a register entering the details of destroyed documents and the entries made therein be authenticated by the Secretary or any other person as may be authorized by the Board for this purpose. Any disposal of registers, records, documents, which is not in accordance with this policy, shall be subject to prior approval of the Board.

### **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 the Policy.