

KEMISTAR CORPORATION LIMITED
CIN: L24233GJ1994PLC022845
POLICY ON PRESERVATION OF DOCUMENTS

1. PREAMBLE

The Securities and Exchange Board of India ("the SEBI") has issued notified SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI (LODR) Regulations") vide notification no. SEBI/LAD/NRO/GN/2015- 16/013, dated 2nd September, 2015, which was effective from 2nd December, 2015 (90 days from the publication in official gazette. As per Regulation 9 of SEBI (LODR) Regulations, every listed entity to have a policy on Preservation of Documents/records maintained by the entity either in Physical Mode or Electronic Mode.

2. SCOPE

This policy shall govern the maintenance and preservation of documents by our Company as per applicable statutory and regulatory requirements.

3. OBJECTIVES OF THE POLICY

The main objective of this policy is to ensure that all the statutory documents/records are preserved in compliance with the Regulations and as per Policy framed in compliance with the Regulations so as to ensure that the documents/records are available in good order and to prevent from being altered, damaged or destroyed and also readily available as and when required by the Company to meet its legal obligation. Some documents/records no longer needed, those are discarded after following the due process for discarding such documents/records.

The major objectives of the policy are:

- a) Identification of statutory registers and other records of the Company which are required to be preserved.
- b) Identification and categorisation of the statutory registers and other records to be maintained either for eight years or permanently.
- c) Decide whether the statutory records and documents are to be preserved in physical form or in electronic form.
- d) After completion of 8 years, for the statutory records and documents which are to be preserved for 8 years, which are to be disposed off as per the guidelines of this Policy or as decided by the Board of Directors at that time.
- e) To provide support to employees of the Company in understanding their obligations in retaining and preserving the documents and records.

4. INTERPRETATION

Terms that have not been defined in this Policy shall have the same meaning assigned to them in the Companies Act , 2013 and Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 20 15.

5. GUIDELINES

As per Regulation 9 of SEBI (LODR) Regulations, every listed entity shall have a policy for preservation of documents, approved by its Board of Directors, classifying them in at least two categories as follows –

- a. Documents whose preservation shall be permanent in nature ;
- b. Documents with preservation period of not less than eight years after completion of the relevant transactions.

Accordingly, the company has by way of this policy provided following criteria for preservation of documents:

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- a) Documents that needs to be preserved and retained permanently;
- b) Documents that need to be preserved and retained for a period of 8 years as specified under the Companies Act, 2013 or SEBI (LODR)Regulations.
- c) Documents that need to be preserved and retained for such period as prescribed under any statute or regulation as applicable to the Company.
- d) Where there is no such requirement as per applicable law, then for such period as the documents pertains to a specific matter, Board of Directors of the Company decided upon presentation of proposal by such departmental head.

An indicative list of the Documents and the time-frame of their preservation is provided in Annexure- I.

6. MODES OF PRESERVATION

The Documents may be preserved in

- a)Physical form; or
- b)Electronic Form.

The officials/Departmental heads of the Company are responsible to preserve the documents and records who are generally expected to observe the compliance of statutory requirements as per applicable law.

The preservation of documents should be such as to ensure that there is no tampering, alteration, destruction or anything which endangers the content, authenticity, utility or accessibility of the documents and readily available as and when required by the Company.

The preserved documents must be accessible at all reasonable times. Access may be controlled by the concerned Authorised Person who is responsible for preservation, so as to ensure integrity of the documents and prohibit unauthorized access and unauthorized usage of such documents.

- Destruction of documents

The documents of the Company which are no longer required as per the time schedule prescribed in the Annexure I may be destroyed by respective departmental head. The concerned officer 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 Annexure-I. The details of the documents destroyed by the Company shall be recorded in the Register for Disposal of Records to be kept by the departmental head who are disposing of the documents in the format prescribed at "Annexure-II". The entries in the register shall be authenticated by the departmental head.

7. POLICY REVIEW

The Board of Directors of the Company shall have the right to review/amend the policy from time to time in compliance of law/regulation in force.

ANNEXURE – I

The Documents Preservation Schedule is organized as follows:

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Section Topics

A. Corporate Records		
Sr. No.	Record Type Preservation	period
Documents to be retained permanently		
1	Statutory Registers	Permanent
2	Register of Members	Permanent
3	Index of Members	Permanent
4	Licenses and Permissions	Permanent
5	Scrutinizers Reports	Permanent
6	Common Seal Register	Permanent
7	Minutes Books of Board, Committees and General Meetings	Permanent
8	Statutory Forms except for routine compliance	Permanent
Documents to be retained for a minimum period of 8 years		
9	Annual Returns	8 years from the filing with the Ministry of Corporate Affairs
10	Attendance Registers – Board, Committees and General Meetings	8 Years
11	Office copies of Notice of General Meetings and related papers	8 Years
12	Office copies of Notice, Agenda, Notes on Agenda and other related papers of Board Meeting/Committee Meeting	8 Years
B. Accounts and Finance		
SR .No	Record Type	Preservation 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	Books of Accounts, Ledgers and Vouchers	8 years from the end of Financial Year or after completion of Assessment under applicable law, whichever is later.
3	Bank Statements	8 years
4	Investment Records	8 years
Miscellaneous		
5	Annual Plans and Budgets	3 years
6	Annual Plans and Budgets	2 years
C. Tax Records		
SR .No	Record Type	Preservation period
1	Tax Exemption and Related documents	8 years
2	Payment challans	8 years
3	Tax Deducted at source Record	8 years from the end of the Financial Year of after completion of assessment under the applicable law

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4	Excise Records	8 years from the end of the Financial Year of after completion of assessment under the applicable law
5	Income Tax Record	8 years from the end of the Financial Year of after completion of assessment under the applicable law
6	Service Tax Record	8 years from the end of the Financial Year of after completion of assessment under the applicable law
D. Legal Files and Records		
SR .No	Record Type	Preservation 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 the close of matter
E. Electronic Records		
SR .No	Record Type	Preservation period
1	Electronic Mail:	
	All E-mails from internal and external sources that are important and have significant impact and lasting consequences	Permanent
	All E-mails from internal and external sources that are not important and have no significant impact and lasting consequences.	2 years
	<ul style="list-style-type: none"> • Staff will not store or transfer the Company related emails on non-work related computers except as necessary or appropriate with due approvals from the Central IT team and the respective Managers. • Staff will take care not to send confidential / proprietary information to outside sources Any e-mail that the staff deemed vital to the performance of their job should be copied to the staff's specific folder and/or printed and stored in the employee's workplace. 	
2.	Electronic Documents including PDF files	
	<ul style="list-style-type: none"> • PDF documents – Can be a maximum period of 5 years. But the said document may be destroyed depending upon the completion 11 Page of the job or its use coming to an end. • Text/ Formatted files: All word / excel / Power point files may be deleted once every year depending on the importance or lack of it. 	
3.	Web page files	
	<ul style="list-style-type: none"> • To be retained for a period of 5 years as specified in the Listing Regulations. • To be archived by the I.T. Department with the support of the service provider for a period of 3 years after the initial period of five years of live page. 	