

## **DIL LIMITED**

### **POLICY FOR PRESERVATION OF DOCUMENTS**

#### **Introduction:**

Pursuant to the provisions of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company's Board of Directors has formulated and adopted this policy for preservation of documents maintained by the Company either in physical Mode or electronic mode (hereinafter referred to as "Policy").

#### **Effective Date:**

This Policy shall be effective from December 1, 2015.

#### **Definitions:**

- "Act" means Companies Act, 2013 and rules framed there under.
- "Board" means Board of Directors of the Company.
- "Company" means DIL Limited (CIN: L99999MH1951PLC008485)
- "Employees" mean individuals on the payroll of the Company.
- "Regulations" means Income Tax Act, 1961, Central Excise Act, 1944, Accounting Standards and Foreign Exchange Management Act, 1999

#### **Purpose of the Policy**

The purpose of this Policy is to ensure that the requisite documents and records of the Company are adequately safeguarded and preserved as per the statutory requirements and to ensure that the records of the Company which are no longer needed or have become redundant may be discarded.

This Policy is also for the purpose of enabling the employees of the Company in understanding their obligations in retaining and preserving the documents and records which are required to be maintained as per the applicable statutory and regulatory requirements.

#### **Preservation of documents:**

1. The documents to be preserved are classified into two categories as follows-
  - (a) documents whose preservation shall be permanent in nature:

- (i) Register of members commencing from the date of the registration of the company and Index of members as required under the Act.
  - (ii) All other registers, returns and documents as may be required to be preserved permanently under the Act, Regulations and applicable law.
  - (iii) Agreements wherein the term of the agreement and/or the survival clause(s) are perpetual in nature.
- (b) documents with preservation period of not less than eight years after completion of the relevant transactions:
- (i) Copies of all annual returns and copies of all certificates and documents required to annexed thereto, under the provisions of the Act [including under the erstwhile provisions of the Companies Act, 1956].
  - (ii) All other registers, returns and documents which may be required to be preserved for a period of not less than eight years, under the Act [including under the erstwhile provisions of the Companies Act, 1956], Regulations and/or applicable law.
  - (iii) All other registers, returns, documents, except as stated above, which the Board may approve to be destroyed on or after expiry of eight years after completion of the relevant transaction(s).
- (c) documents not falling under the aforesaid category 1(a) or 1(b):
- Subject to the provisions of this Policy, Act, Regulations and the applicable law and with the prior approval of the Board, the Company may destroy agreements, registers, returns and other documents which do not fall under the aforesaid category 1(a) or 1(b).

**Procedure for disposal of documents:**

After the expiry of period of preservation of documents as mentioned in this Policy, the relevant documents may be destroyed by the Company. The details of the documents proposed to be destroyed shall be circulated by the respective functional head to the Company Secretary, prior to such disposal, in the format as provided in Schedule A. The Company Secretary shall (a) place the details of documents so destroyed at the ensuing Board meeting of the Company for noting; and (b) record the details in the Register (defined below).

**Register for Disposal of Documents/Records:**

A company shall maintain a register in the form set out in the Schedule Annexed to this Policy ('Register'), covering brief particulars of the documents destroyed and all entries made therein shall be authenticated by the Compliance Officer or such other persons as may be authorized by the Board, from time to time.

**Archival of documents on the website:**

In terms of Regulation 30(8) of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, all the information hosted on the Company's website (www.dil.net) under Regulation 30 shall be hosted for a period of 5 years and, thereafter, shall be archived for a period of 1 year or as may be decided by the Board from time to time.

**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.

**SCHEDULE A**

**Register for Destruction of Records:**

<b>Sr. No.</b>	<b>Particulars of documents destroyed</b>	<b>Date and mode of destruction</b>	<b>Authenticated by: Signature, Name &amp; Designation</b>

**For DIL LIMITED**

**SANJAY BUCH  
CHAIRMAN**