

Garware Hi-Tech Films Limited (formerly known as Garware Polyester Limited)

POLICY FOR PRESERVATION OF DOCUMENTS UNDER SECURITIES AND EXCHANGE BOARD OF INDIA (LISTING OBLIGATIONS AND DISCLOSURE REQUIREMENTS) REGULATIONS, 2015 (the "Listing Regulations")

The Policy for Preservation of Documents (the "Policy") pursuant to Regulation 9 of the SECURITIES AND EXCHANGE BOARD OF INDIA (LISTING OBLIGATIONS AND DISCLOSURE REQUIREMENTS) REGULATIONS, 2015 (the "Listing Regulations").

Objective

Garware HI-Tech Films Limited (the "Company") is required to maintain certain types of corporate records for specified period of time. The objective of the policy is to specify the need of preservation of Company's records in terms of Regulation 9 of the Listing Regulations.

Definitions

Definitions or phrases used in the Policy will have the same meaning as in the Listing Regulations or the Companies Act, 2013.

Policy for Preservation of Documents

All the documents of the Company required by any law or regulation to be maintained or preserved permanently shall be preserved permanently, which includes but shall not be limited to the following:

Sl. No.	Particulars of Documents
i.	Minutes book of meetings of the Board of Directors
ii.	Minutes book of meetings of Committees of the Board
iii.	Minutes book of General Meetings of the members including resolutions passed by postal ballot
iv.	Minutes book of the meetings of creditors
v.	Register of Members along with Index thereof
vi.	Register of Renewed and Duplicate Share Certificates
vii.	Register of Charges
viii.	Register of loans, guarantee, security and acquisition made by the Company
ix.	Register of investments not held in its own name by the Company, if any
x.	Register of contracts with related party and contracts and Bodies etc. in which directors are interested
xi.	Certificate of incorporation and commencement of business
xii.	Register of Directors and Key Managerial Personnel and their Shareholding
xiii.	Books and documents relating to issue of share certificates, in case of disputed cases
xiv.	Documents relating to incorporation and changes in any of the clauses of the Memorandum and Articles of Association

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i) Documents whose preservation period is atleast eight years after the completion of the relevant transaction/period

The following documents of the Company shall be preserved and maintained for the periods mentioned below against the respective documents:

Sl. No.	Particulars of Documents	Preservation Period
i.	Books of Accounts together with relevant vouchers	8 Financial Years
ii.	Attendance Register for the Meetings of the Board and its Committees	8 Financial Years
iii.	Attendance Register of General Meetings	8 Financial Years
iv.	Register of debenture holders/other securities holders along with Index thereof	8 years from the date of redemption of debentures or securities
v.	Register of Deposits accepted and renewed	8 year from the financial year in which the latest entry is made in the register
vi.	Register of Proxies	8 Years
vii.	Office copies of Notices, Agenda, Notes on Agenda and other related papers of Board and its Committee meetings	8 Financial Years
viii.	Office copies of Notices, scrutiniser's reports and related papers of General Meetings and postal ballot	8 Financial Years
ix.	Register of Employee Stock Options	8 year from the financial year in which last outstanding stock option have been either exercised or lapsed / cancelled
x.	Instruments creating or modifying the charge	8 years from the date of satisfaction of charge
xi.	Annual Returns prepared under section 92 of the Companies Act, 2013 and copies of all certificates and documents annexed thereto.	8 years from the date of filing with the Registrar of Companies
xii.	Disclosure of interest by Directors	8 Financial Years
xiii.	Shareholding pattern filed with the Stock Exchanges	8 Financial Years
xiv.	Corporate Governance Report submitted to the Stock Exchanges	8 Financial Years
xv.	Reconciliation of share capital audit reports submitted to the Stock Exchanges	8 Financial Years
xvi.	Any other documents submitted or disclosures made to the Stock exchanges	8 Financial Years
xvii.	Books relating to the issue of share certificates (other than in case of disputed cases)	30 years
xviii.	Documents filed with Registrar of Companies or Ministry of Corporate Affairs (other than the documents which are required to be maintained permanently)	8 Financial Years



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The documents mentioned above may be destroyed after expiry of the period mentioned against the respective documents after obtaining the approval of the Managing Director;

Provided that if it is prescribed under any law, regulation or Secretarial Standard on Meetings of the Board of Directors or Secretarial Standard on General Meetings that a particular documents can be destroyed only after taking approval of the Board of Directors, such document shall be destroyed only after taking approval of the Board of Directors.

ii) Other Documents

In case any other document is required by any law or regulation to be maintained permanently or for a specific period of time, it shall be so maintained by the Company.

1. MANNER OF KEEPING THE STATUTORY DOCUMENTS

- The Company may keep the documents in the physical or electronic mode.
- In the event of major incident, the first priority is the safety of the people, followed by immediate action to rescue or prevent further damage to the records.
- The Company has made appropriate provision for the backup of its digital collections, including the provision of offsite security copies. The backup copies are actively maintained to ensure their continued viability.
- All employee, who deals with the maintaining of the relevant records of the Company should take reasonable precautions and care to preserve the records as per the requirements.
- This Policy can be amended, modified or revised by the Board of Directors of the Company from time to time. In case any provisions of this Policy are contrary to or inconsistent with the provisions of the Companies Act, 2013, Rules framed thereunder and Listing Regulations (“Statutory Provisions”), the provisions of Statutory Provisions shall prevail.

Questions regarding this policy should be addressed to compliance officer of the Company at cs@garwarehitech.com.

Approval

This Policy is approved by the Board of Directors of the Company at its meeting held on 09th February, 2016.

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