

**POLICY FOR  
PRESERVATION OF DOCUMENTS**



## 1. INTRODUCTION

This Policy is framed pursuant to Regulation 9 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, requires the Company to frame a policy on preservation of documents.

The Board of Directors (the “Board”) of Transformers and Rectifiers (India) Limited (the “Company”), has adopted this Policy of Preservation of documents which is kept as per Companies Act, 2013, Listing Regulation, 2015 and Securities and Exchange Board of India Act, 1992 and Amendment made from time to time (“Governing Law”).

## 2. PURPOSE

This Policy framed to ensure safe-keeping of documents and prevent documents from being altered, damaged or destroyed which may kept in Physical or in Electronic mode and proper archival of documents as per Governing Law

## 3. DEFINITIONS

- a. **Authorised Person** means any person duly authorised by the Board
- b. **Electronic Form** means any contemporaneous electronic device such as computer, laptop, compact disc, floppy disc, space on electronic cloud, or any other form of storage and retrieval device, considered feasible, whether the same is in possession or control of the Company or otherwise the Company has control over access to it.
- c. **Key managerial Personnel** in relation to the Company, means
- i) The Chief Executive Officer or the Managing Director;
  - ii) The Company Secretary;
  - iii) The Whole-time Director;
  - iv) The Chief Financial Officer; and
  - v) Such other officer as may be authorised by the Board.
- d. **Listing Regulations** shall mean SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015;



- e. **Listing Records** shall mean the documents/records required to be prepared and disclosed to the stock exchanges pursuant to the Listing Regulations
- f. **Preservation** shall mean to keep in good order and to prevent from being altered, damaged or destroyed;
- g. **Stock Exchange** shall mean BSE Limited and National Stock Exchange of India Limited;

Any other term not defined herein shall have the same meaning as defined in the Governing laws.

#### **4. CLASSIFICATION OF DOCUMENTS**

- 1 The Documents which is mandatory under Governing laws shall be classified in the following categories
  - a) Permanent in Nature
  - b) with preservation period of not less than 8 (eight) years after completion of the relevant transactions
- 2 Any change in the governing laws affecting the change in period of preservation of documents shall prevail over this policy.

#### **5. MODE OF PRESERVATION OF DOCUMENTS**

The Documents may be preserved in physical form or in Electronic Form.

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.

All documents shall preserve at Registered Office of the Company.

#### **6. RETENTION OF DOCUMENTS**

- a) **Meeting Records:** Minutes of Meetings of the Board of Directors, Committees and Annual General Meeting shall be maintained in perpetuity. A copy of all materials provided for Meeting shall be maintained for not less than 8 years.



- b) **Company Records:** Share Certificates, Memorandum of Association and Articles of Association, Annual Report, Audited Financial Statements, Statutory Registers, Copies of all Annual Returns along with certificates & documents required to be annexed thereto shall be maintained in perpetuity.
- c) **Listing Records:** Listing Records shall be preserved for at least eight (8) years.
- d) **Books of Accounts and Tax Records:** Books of accounts and Tax records should be retained for at least eight (8) years following the completion of the relevant transactions or assessment year for which the records were last used.
- e) **Contracts:** Execution copies of all contracts entered into by the Company should be retained for at least 8 years following the expiry or termination of the contracts
- f) **Website:** All events filed with the stock exchanges shall be maintained for not less than 5 years on the website of the company.
- g) **Intellectual Property Records:** Documents relating to the development and protection of intellectual property rights should be maintained in perpetuity of such intellectual property right.
- h) Documents related to other laws and statues applicable to the Company.

## **7. AMENDMENTS TO THE POLICY**

The Board are authorised to make such alterations to this Policy as considered appropriate subject to the condition that such alterations shall not be inconsistent with the provisions of the Listing Regulations, 2015.

In case of any amendment(s), clarification(s), circular(s) etc. issued by the relevant authorities, not being consistent with the provisions laid down under this Policy, then such amendment(s), clarification(s), circular(s) etc. shall prevail upon the provisions hereunder and this Policy shall stand amended accordingly from the effective date as laid down under such amendment(s), clarification(s), circular(s) etc.