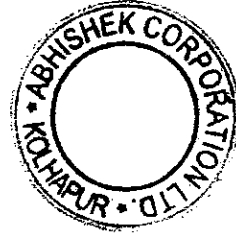




**ABHISHEK
CORPORATION**

www.abhishekccorporation.com

**ABHISHEK CORPORATION LIMITED
POLICY FOR PRESERVATION OF
DOCUMENTS AND ARCHIVAL OF
DOCUMENTS**



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**MOHITE
GROUP**

I. INTRODUCTION

This policy is primarily framed based on Regulation 9 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Listing Regulations) and Companies Act, 2013. Archival Policy as referred to in Regulation 30 (8) of the Listing Regulations forms part of this Policy. This policy is intended to ensure compliance particularly with the Listing Regulations and the applicable provisions of Companies Act, 2013.

II. OBJECTIVES

The objective of this policy is to classify the documents, records and registers of the Company which are required:

1. To be preserved permanently and
2. To be preserved for the period of not less than eight years

III. DEFINITIONS

“Document(s)” refers to papers, notes, agreements notices, advertisements, requisitions, order, declarations, forms, correspondence, minutes, indices, registers and or any other record, required under or in order to comply with the requirement of any applicable law whether issued, sent the time being in or otherwise, maintained on paper or in electronic form received or kept in pursuance of the act or under any other law for and does not include multiple and intending copies .

“Electronic Record(s)” means the Electronic Record as define clause (t) of sub section(1) of Section 2 of the Information Technology Act 2000

“Electronic Form” means on any electronic devises such as computer, laptop, compact disc, floppy disc, space on electronic cloud or any other form of storage and retrieval devises ,considered feasible, whether the same is in possession or control of the company or otherwise the company has control over access to it.



“Legal Hold” refer to a direction from Legal to preserve certain data held by employee or databases. All retention periods under this policy shall be suspended with respect to documents subject to Legal hold and all documents subject to Legal hold are to be preserved in strict accordance with Legal hold instructions and not altered, destroyed or deleted until Legal informs employees that the Legal hold has ended.

“Maintenance” means keeping Documents either physically or electronic form

“Preservation” means to keep good order and to prevent from being altered, damaged or destroyed.

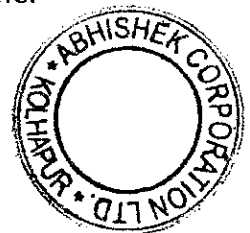
IV. PRESERVATION OF DOCUMENTS

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. The official of the Company required to preserve the document, shall be Authorised Person who is generally expected to observe the compliance of statutory requirements as per applicable law.

The preserved documents must be accessible at all reasonable times. Access may be controlled by the concerned Authorised Person with preservation, so as to ensure integrity of the Documents and prohibit unauthorized access.

Documents which are to be maintained permanently:

1. Common Seal
2. Certificate of Incorporation
3. Memorandum and Article of Association
4. Minute Books of General Meetings, Board and Committee Meetings as per the Companies Act 2013
5. Register of Director and KMP
6. Register and Index of Members, debenture holders, if any or other Security holder, if any
7. Register of Contract as per Companies Act,2013
8. Register of Charges per Companies Act,2013
9. Register of Investments as per Companies Act,2013
10. Register of Loans, guarantee, security and acquisition made by the Company.
11. Authorization/licenses obtained from any statutory authority
12. Policies of the Company framed under various regulations
13. Register of disposal of records
14. Such other records as may be required under any law from time to time.



Documents which are to be maintained for at least eight years permanently:

1. Instrument creating charge or modification (from the date of satisfaction of charge)
2. Changes to Memorandum of Association and Article of Association, if any
3. Annual Returns
4. Register of Deposits
5. Official copies of Notice of General Meeting and related papers
6. Official copies of Notice of Board Meeting/ Committee Meeting ,Notes to agenda and other related papers
7. Annual Financial Statements; such as Annual Accounts, Directors Report, Auditors Report
8. Income Tax Returns
9. Copy of newspaper advertisement or publications
10. Compliance report received from any statutory authority
11. Disclosure/Return filled under SEBI(Listing Obligation & Disclosure Requirements)Regulations 2015

V. MODE OF MAINTAINANCE

The Company maintain these records either in physical or electronic mode the applicable provisions of law ,rules and regulations with regard to electronic maintenance of records shall be adhered to.

All the records shall be maintained as per the prescribed formats, if any, as amended from time to time under the various rules and regulations.

VI. ARCHIVALS OF DOCUMENTS

Documents mentioned in clause (IV) above shall be maintained/ preserved in the following manner:

Documents maintained in physical form:

1. All information and/or documents pertaining to current financial year and for one preceding financial year shall be kept handy and maintained in such a manner that their retrieval is easy and quick.



2. All documents pertaining to the period prior to one preceding financial year, shall be kept in good condition at least up to the minimum period as specified for their maintenance / preservation. The said records be also maintained in such a manner that their retrieval is easy and quick.

Documents maintained in electronic form:

1. All documents pertaining to current Financial year and for one preceding financial year shall be maintained on server and Backup be maintained on scheduled time and day. The documents shall be maintained in such a manner that their retrieval is easy and quick.

2. Back up of all documents pertaining to the period prior to one preceding financial year shall also be maintained on server, in good condition at least up to the minimum period specified for their maintenance / preservation. The said records be also maintained in such a manner that their retrieval is easy and quick.

Documents made available on the website of the Company:

After the expiry of five financial years preceding the current financial year, the information and/or document shall be removed from the main website. The Backup of said information and/or document which is removed from the main website shall be maintained/ preserved in the server for a minimum period of 3 years and after expiry of this period of 3 years the backup may be permanently removed from the server.

VII. DISTRUCTION OF RECORDS

After the expiration of statutory retention period the preserved documents may be destroyed. The concerned officer may direct employee in charge from time to time to destroy the time barred documents.

Company shall maintain a register of disposal of records in the custody of the Compliance Officer of the company, wherein brief particulars of the records disposed of shall be entered.



VIII. AMENDMENTS

The Board of Directors of the company reserves the right to amend or modify his policy as may be required, at any point of time.

