

GAYATRI BIOORGANICS LIMITED

POLICY ON PRESERVATION OF DOCUMENTS AND ARCHIVAL OF DOCUMENTS IN THE WEBSITE

*[Under Regulation 9 and 30(8) of SEBI (Listing Obligations and Disclosure Requirements)
Regulations, 2015]*

1. PURPOSE AND SCOPE

- 1.1 The purpose of this document is to present a policy statement for **GAYATRI BIOORGANICS LIMITED** (Company) regarding preservation of its documents and archival of documents in the website in accordance with the provisions of the Companies Act, 2013 and Regulation 9 and 30(8) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“LODR”).
- 1.2 The policy is framed for the purpose of systematic identification, categorization, maintenance, review, retention and destruction of documents received or created in the course of business. The policy gives guidelines on how to identify documents that need to be maintained, how long certain documents should be retained, how and when those documents should be disposed of, if no longer needed and how the documents should be accessed and retrieved when they are needed.

2. CLASSIFICATION OF DOCUMENTS TO BE PRESERVED /RETAINED

- 2.1 The Company’s physical and electronic documents shall be classified for the purpose of preservation as follows:
 - A. Documents whose preservation shall be permanent in nature;
 - B. Documents whose preservation period shall not be less than eight years after completion of the relevant transactions;
 - C. Documents whose preservation shall be for a minimum period of three years after completion of the event.

The details of documents for the above three categories are given in the Annexure.

3. PRINCIPLE OF RESPONSIBILITY OF EMPLOYEES FOR PRESERVATION OF DOCUMENTS

- 3.1 All the Employees in the permanent rolls of the Company are responsible for taking into account the potential impacts on preservation of the documents in their work area and their decision to retain/preserve or destroy documents pertaining to their area.

4. PERIODICAL REVIEW OF THE POLICY

- 4.1 The Managing Director/Chief Executive Officer of the Company is authorized to periodically review the policy and make such changes as considered necessary.

5. SUSPENSION OF RECORD DISPOSAL IN THE EVENT OF LITIGATION OR CLAIMS

- 5.1 In case the Company is served with any notice for request of documents or any employee becomes aware of a governmental investigation or audit concerning the Company or commencement of any litigation against the Company, any further disposal of documents connected with the matter shall be suspended until such time the investigation / litigation ends.

6. STATUTORY REQUIREMENTS

- 6.1 If as per any other law of land including Information Technology Act, a physical or electronic record should be preserved for a longer period than what has been stipulated in this policy, then the document shall be preserved as per the applicable statutory stipulations.

7. WEB ARCHIVAL POLICY

- 7.1 The Company shall disclose on its website all events or information which has been disclosed to stock exchange(s).
- 7.2 Such disclosures shall be retained on the website of the Company for a minimum period of five years.
- 7.3 At the end of the fifth year the information shall be archived and preserved for a further period of three years.
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ANNEXURE

A. Documents whose preservation shall be permanent in nature:

1. Certificate of Incorporation/ Commencement of Business
2. Memorandum & Articles of Association
3. Minute Books of General Meetings, Board and Committee Meetings as per Companies Act, 2013.
4. Statutory Registers and Forms required under applicable laws.
5. Annual Audit Reports and Financial Statements
6. Order issued by the Court/ Statutory Bodies
7. License/ Statutory Approvals
8. Investment Document/ Proof including Certificate etc.

B. Documents whose preservation period shall not be less than eight years after completion of the relevant transactions (but need to be preserved in electronic form permanently):

1. Books of Accounts, Bank Statements and vouchers
2. Copies of all annual returns prepared under Section 92 of the Companies Act, 2013 and copies of all certificates and Documents required to be annexed thereto (8 years from date of filing with the Registrar).
3. Insurance policies/ claims under various policies.
4. Correspondence with Departments/ Shareholders
5. Non Statutory Registers/ Documents
6. Personnel Documents
7. Films, videos, CDs, DVDs, Tapes etc.

In addition to the above, all Documents and Records of the Company, which are not specifically referred to or covered in this Policy, shall be preserved for such time period and shall be maintained in such manner prescribed under the applicable law.