

Plastiblends India Limited

Fortune Terraces, A-wing, 10th Floor, Opp. Citi Mall, New Link Road, Andheri (West), Mumbai – 400 053

Tel. : 022-26736468 Fax. : 022-26736808 Email : pbi@kolsitegroup.com

CIN : L25200MH1991PLC059943 URL : www.plastiblends.com

POLICY FOR PRESERVATION OF DOCUMENTS

1. PREAMBLE:

- 1.1 This Policy (hereinafter referred to as “Policy”) shall be called “Policy for Preservation of Documents” of Plastiblends India Limited (hereinafter referred to as “PBI”).
- 1.2 This policy has been framed in compliance with the provision of Regulation 9 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (hereinafter referred to as “Listing Regulations”) which requires every Listed Company to have a policy on preservation of documents approved by its Board of Directors.

2. OBJECTIVES OF THE POLICY:

- 2.1 The objective of the Policy is to ensure that all important documents, generated or received by PBI, are adequately maintained and preserved in compliance with the applicable statutory provisions and to facilitate destruction of documents that are no longer required, at an appropriate time.
- 2.2 The policy establishes the guidelines for management, retention, preservation and destruction of documents, both in physical form and electronic form, by PBI.

3. SCOPE OF THE POLICY:

- 3.1 This policy shall apply to all documents generated or received by PBI, both in physical form as well as electronic form

4. PRESERVATION SCHEDULE OF DOCUMENTS:

- 4.1 The Documents shall be preserved under following two categories:
 - (a) Permanent ;
 - (b) Specified periods, being
 - the period mandated under applicable laws;
 - the period duly approved by the Board of Directors, as per the business needs of PBI;
 - not less than eight years in other cases;



4.2 All documents which are required to be preserved permanently may also be additionally stored electronically / digitally.

5. DISPOSAL OF DOCUMENTS:

5.1 The Documents which are not required to be preserved beyond the “specified period” as per this policy shall be destroyed by the respective department with the approval of Department Head after the specified period.

6. PRESERVATION OF DOCUMENTS PERMANENTLY:

6.1 All Documents as may be required under the applicable statute, laws, rules and regulations, namely but not limited to, documents pertaining to certificate of incorporation, PAN card, licences, registration certificates, statutory / regulatory approvals, Register of Members, Index of members, Minutes of Board Meetings, Minutes of Committee meetings of the Board, Minutes of General Meetings etc. shall be preserved permanently.

6.2 The record of disposal / destruction along with the approval obtained shall be preserved permanently.

7. PRESERVATION OF DOCUMENTS FOR SPECIFIED PERIOD:

7.1 All books of account, vouchers, supporting documents, etc. shall be kept in good and proper physical condition at-least for a period of eight financial years after the financial year to which they relate to.

7.2 Annual Return, Office copies of the Notices of the Board, committee and general Meetings, Board agenda notes and supporting papers, Attendance register, statutory registers, forms and reports shall be preserved as per the requirements of the respective law and rules.

7.3 However, wherever any enquiry has been initiated or legal proceedings with respect to taxation issues is under process, then in such cases all related documents pertaining to the subject issue are to be preserved in proper manner till such time the matter is finally concluded.

7.4 All disclosures made by the company to the stock exchanges shall be hosted on the website of the company for a minimum period of five years Upon completion of five years period such disclosures shall be removed from the website of the Company and shall be destroyed by the relevant departments in consultation with Company Secretary.



7.5 In addition to the above, all other Documents shall be preserved for such period as may be specified in the relevant statute, law, rules, regulation, guidelines, etc. applicable to the respective department.

8. PRESERVATION OF DOCUMENTS BEYOND SPECIFIED PERIOD:

8.1 Notwithstanding anything contained in this policy, in case of any directions from any statutory authorities, tribunals, tax authorities, registrar of companies, court of laws, etc. by an order in writing to preserve any specific document for a period beyond the specified period under this policy, then the concerned department of PBI would be bound to preserve such documents for such period beyond the specified period till the matter is finally concluded.

9. AMENDMENT TO THE POLICY:

9.1 The Policy facilitates preservation and disposal of "Documents" under the Acts, Rules, Regulations, Guidelines, etc. generally applicable to the company. In case of any modification / amendment / re-enactment of any existing acts, rules, regulations, guidelines, etc. or an enactment of any new act, rules, regulations, guidelines, etc., which are inconsistent with this policy, then such modified / amended / re-enacted provision or new provisions shall prevail over the policy.

9.2 Board is authorized to approve amendment to this Policy so that it is consistent and in compliance with the prevailing provisions of applicable Acts, Rules, Guidelines, Regulations as well as in accordance with administrative / business requirements of the Company.

