



PANCHSHEEL BUILDTECH PRIVATE LIMITED

(CIN: U45200DL2006PTC156772)

POLICY FOR PRESERVATION OF DOCUMENTS



**POLICY FOR PRESERVATION OF DOCUMENTS
OF
PANCHSHEEL BUILDTECH PRIVATE LIMITED**

*[Pursuant to Regulation 9 of SEBI (Listing Obligations and Disclosure Requirements) Regulations,
2015]*

INTRODUCTION:

The Board of Directors (the "Board") of Panchsheel Buildtech Private Limited (the "Company" or "PBPL"), has adopted the following Policy with regard to retention and preservation of records and documents of the Company including electronic records and documents. The Company directs and expects all employees, officers, and directors of the Company to follow the rules set forth herein. The Board of Directors will review and may amend this policy from time to time.

This Policy is framed as per requirement of Clause 9 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations") and applicable provisions of the Companies Act, 2013 read with Rules framed thereunder to ensure that necessary Records and Documents of the Company are adequately protected and maintained and to ensure that the Records and Documents which are no longer needed or are of no value are discarded at the proper time. Records and Documents are to be retained for the period of their immediate use, unless longer retention is required for historical reference, contractual, legal or regulatory requirements or for other purposes as may be set forth below. Records and Documents that are no longer required, or have satisfied their required periods of retention, shall be destroyed.

DEFINITIONS:

'Company' means 'Panchsheel Buildtech Private Limited' ;

'Document' includes summons, notice, requisition, order, declaration, form and register, whether issued, sent or kept in pursuance of this Act or under any other law for the time being in force or otherwise, maintained on paper or in electronic form;

'Electronic Form' w.r.t information means any information generated, sent, received or stored in media, magnetic, optical, computer memory, micro film, computer generated micro fiche or similar device in possession of the Company or Company having control over access to it;

'Electronic Record' means electronic record as defined under clause (1) of sub-section (1) of Section 2 of the Information Technology Act, 2000;

'Policy' means the Policy for Preservation of Documents in accordance with Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015.

SCOPE AND APPLICABILITY:

This policy covers all information created, received, managed and retained by the Company including all its units and divisions, hard copy and electronic records including data on the Internet and Intranet sites, databases and emails.

Information, under this policy, includes all hard copy and digital information created or received in connection with the business of the Company including originals and copies of correspondence,



recordings, work papers, video tapes, photographs, product specifications, reports, emails, web pages, etc.

This policy extends to all locations of the Company. Particular departments, units or divisions may develop supplemental policies applicable to their specific departments, units or divisions to meet regulatory requirements.

In the event of any discrepancy arising between an existing rule of law and newly enacted rule, law, regulation, standard etc., such newly enacted law, rule, regulation or standard shall prevail over this Policy from the date of its enforcement until such time this Policy is changed, to conform to the new law, rule, regulation or standard.

PRESERVATION OF DOCUMENTS:

The documents shall be preserved in the manner as stated below;

Type of Documents	Period of Preservation
Documents evidencing registration / incorporation of the Company/change of name etc. and Constitution documents such as Memorandum and Articles of Association.	Permanently
Statutory Registers, Minutes book	Permanently
Documents relating to issue/allotment of securities (Prospectus, Letter of Offer, Register of Allotment, etc.)	Permanently
Court Orders relating to amalgamations/mergers/de-mergers etc. and approval of Central/State Governments	Permanently
Various filings made with Registrar of Companies, stock exchange(s), Reserve Bank of India or any other statutory authority(ies).	Permanently
Approvals / Permissions / Consents for carrying out any Activity/Business	Permanently
Legal opinions, Power of attorneys, Authority Letters, orders/judgments/ awards of the court / tribunal / authorities	Permanently
Documents relating to any property owned by the Company	Permanently
Intellectual property Rights documents shall include, but not be limited to copyrights, trademarks, patents, and industrial Designs. Intellectual property rights documents that are owned by the Company.	Permanently
Original signed Financial Statements and Annual Return prepared under the Companies Act, 1956 / 2013	At least for eight financial years
Any other statutory documents not covered above	For eight Financial Year
Notices and Agenda of the Board Meeting/Annual General Meeting/Extra Ordinary General Meeting and Attendance Registers of Board/committee meetings, declarations from Directors etc.	For eight Financial Year
Books of Accounts of the Company	For eight years after completion of the relevant financial year
Contracts entered into by the Company from time to time	For eight years after the expiry of the term of the contract
Documents relating to legal cases and litigation relating to the Company	For eight financial years after completion of the legal proceedings
Taxation Documents including documents concerning tax	For eight financial years or till

assessment, tax filings, tax returns, proof of deductions, Challans, appeals preferred against any claim made by the relevant tax authorities	completion of assessment whichever is later
HR Documents including records or Documents relating to recruitment, employment and personnel information, remuneration, entitlements, performance review, action taken by or against any employee, complaints by or against any employee	Till such time the person is in employment with the Company and thereafter for a period as per HR Policy of the Company.
Licenses obtained by the Company	Eight financial years from the date of expiry / termination of the License.

Notwithstanding the general guidelines, care should be taken by the respective departments to ensure that records of special nature such as unsatisfied claims by or against the Company, suits pending in courts, tribunals, quasi-judicial for other mediation and alternate dispute fora, industrial disputes, etc. are preserved according to specific needs and even beyond the prescribed period.

Also, in the case of statutory records such as licenses, certificates, sanctions, approvals, etc. from Government/ Statutory Bodies, care should be taken to maintain and preserve the records in accordance with the specific guidelines/instructions, if any, by the issuing authority.

RESPONSIBILITY:

The concerned departmental/functional head shall be responsible for the maintenance, preservation and destruction of records pertaining to the respective department(s).

POLICY REVIEW / AMENDMENT:

The Policy shall be reviewed as and when required to ensure that it meets the objectives of the relevant regulation and any change/amendment in the Policy shall be approved by the Board.

DISPOSAL OF RECORDS:

After expiry of the preservation period as stated in the Policy, the document may be destroyed by recycling, shredding or deleting / destroying electronic data, paper records and documents or such other means as the Board deems fit or to render the confidential paper records as unreadable.
