



**NU TEK**

**NU TEK INDIA LIMITED**

**POLICY ON PRESERVATION OF DOCUMENTS**

*Regulation 9 of Securities Exchange Board of India  
(Listing Obligations and Disclosure Requirements)  
Regulations, 2015*

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## **1. SCOPE**

The Securities Exchange Board of India ("SEBI") vide its notification dated 02.09.2015, has issued the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations"). These Listing Obligations are effective from 01.12.2015. Therefore, the Board of Directors ("Board") of M/s Nu Tek India Limited has adopted the Policy for Preservation of Documents. This Policy has been formulated in accordance with Regulation 9 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

## **2. OBJECTIVE**

The Objective of the Policy on Preservation of Documents is to ensure the safe keeping of the records and safeguard of the documents from getting manhandled. The purpose of this policy is to specify the type of Documents and time period for their preservation.

## **3. POLICY ENFORCEMENT**

1. The Policy is effective with immediate effect i.e. the date on which it is adopted by the Board of Directors of the Company in its duly convened meeting held on 24<sup>th</sup> December, 2015.
2. The employees of the company shall strictly adhere and comply with the policy framed and each head of the department shall lay down the internal process for preservation of documents pertaining to the respective department in compliance of this Policy.

## **4. TYPES OF DOCUMENTS AND TIME PERIOD FOR PRESERVATION**

*The Preservation of Documents shall be done in following manner:*

- a. The Documents required to be preserved permanently by the Company which is of Permanent Nature as per **Annexure I**. Any modification in such documents whether by way of additions or deletions shall be preserved permanently by the company.
- b. The Documents required to be preserved by the company for a period of not less than 8 years after completion of the relevant transaction as provide in **Annexure II**. Any modification in such documents whether by way of additions or deletions shall be preserved for a period of not less than 8 years by the company.

## **5. MODES OF PRESERVATION**

*The Documents may be preserved in following manner by the company:*

### **a. Physical Mode**

All Physical Documents shall be maintained and properly stored in such manner as may be decided by the Company from time to time.

### **b. Electronic Mode**

All Electronic Documents shall be preserved in accordance with the manner decided by the Board of Directors of the Company.

## **6. AUTHORITY FOR APPROVAL AND AMENDMENTS IN POLICY**

The Board shall have the authority for approval of the Policy for Preservation of Documents pursuant to Regulation 9 and any amendments in such policy shall be approved by the Board subject to the conditions that such amendments shall be in consonance with the Provisions of the Acts and Regulations.

## **7. DESTRUCTION OF DOCUMENTS**

The Destruction of the documents maintained both in Physical and Electronic Mode shall be done by any officer or employee of the Company duly authorized by the Board of Director of the Company in this behalf and such destruction shall be done in securely manner. The officer or employee of the company duly authorized for such destruction is required to present before the board a list of the documents destructed and board do hereby take note of the same.

## **8. INTERPRETATION**

In case the terms of this Policy differ from any existing or newly enacted law, rule, regulation, the law, rule or regulation will take precedence over this policy from the effective date of such law, rule or regulation.

**ANNXURE I**

***DOCUMENTS REQUIRED TO BE PRESERVED PERMANENTLY***

<b>S. No.</b>	<b>Documents</b>
1	Incorporation Documents originally filed with ROC
2	Memorandum and Article of Association of the Company as originally filed and updated from time to time
3	Register of Members including Foreign Register of Members
4	Index of Members
5	Register of Charges
6	Minutes of General Meeting, Board Meeting and various Committce Meeting
7	Share Certificates
8	Scrutinizer's Report
9	License and Permissions



**ANNEXURE II**

**DOCUMENTS REQUIRED TO BE PRESERVED FOR PERIOD OF NOT LESS THAN EIGHT YEARS AFTER COMPLETION OF RELEVANT TRANSACTION**

S. No.	Documents
1	Books of Accounts
2	Register of debenture holders (8 years from the date of redemption)
3	Foreign Register of Debenture holders (8 years from the date of redemption)
4	Copies of Annual Return
5	All Notices pertaining to Disclosure of Directors Interest
6	Register of Deposits (not less than 8 years from the date of Last Entry)
7	Instrument Creating a Charge or Modification (8 Years from the date of its satisfaction)
8	Notices and Agenda of General Meeting and Board Meeting
9	Income Tax and Service Tax Papers
10	TDS Records
11	Bonus, Gratuity and other statutory records

