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POLICY ON PRESERVATION OF DOCUMENTS

1. This Policy shall be called “Policy for Preservation of Documents” and shall be effective from 1st day of December, 2015
2. For the purpose of this policy –
 - (a) “documents” shall mean statutory returns as are required to be filed with the prescribed authorities including attachments thereof, if any, and statutory registers as are required to be maintained under various laws applicable to the Company.
 - (b) “preservation” shall mean keeping of a documents in either physical mode or in electronic mode.
3. For the purpose of preservation of documents, the documents shall be classified into the following three categories:

Category A: Documents whose preservation shall be permanent in nature.

Category B: Documents with preservation period of not less than eight years after completion of relevant transactions.

Category C: Documents not falling in Category A or Category B above.
4. The following shall be Category A documents and shall be preserved permanently:
 - (i) Register of Members including an Index thereof.
 - (ii) Foreign Registers of Members.
 - (iii) Register of loan, guarantee, security and acquisition made by the Company.
 - (iv) Register of investments not held in Company’s own name.
 - (v) Register of Contracts with related party.
 - (vi) Register of Contracts in which director is interested.



Rotographics

- (vii) Minutes of Board Meeting.
- (viii) Minutes of General Meeting.
- (ix) Register of Renewed and Duplicate Share Certificate,
- (x) Register of Charges.
- (xi) Annual Returns.

5. The documents specified in column (2) of the Table below shall be documents falling in category mentioned in column (3) of the said table and shall be preserved by the Company up to the period mentioned next after the category in the said column and may be destroyed thereafter.

Sr. No.	Name of Documents(s)	Time upto which documents(s) to be preserved.
(1)	(2)	(3)
1.	Books of Accounts (as per Companies Act, 2013)	Category B : 8 financial years
2.	Disclosures/Notices by a Director of his interest	Category B: 8 years from the end of the financial year to which it relates.
3.	Register of Deposits	Category B: 8 years from the financial year in which latest entry is made.
4.	Instrument creating a charge or modification	Category B: 8 years from the dated of satisfaction of charge.
5.	Register of Debenture holders including an Index & Foreign register of Debenture holders	Category B: 8 years from the date of redemption of debentures.
6.	Transfer deeds for transfer of securities	Category B: 8 years from the date of execution.
7.	Records related to Audit	Category B: 10 years
8.	Daily Stock Account under Central Excise	Category C: 5 years immediately after the financial year to which record pertains.
9.	Other Documents	Category C : 3 years

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6. Notwithstanding anything to the contrary that may be contained in this policy :
 - (a) If the law provides for preservation of a documents for a period longer than that mentioned in the Table above, then the said document shall be preserved for that longer period.
 - (b) If an order in writing from a court (or any statutory authority empowered to pass such an order) is received directing the Company to preserve any of the document beyond the period specified in the above Table, then that documents shall be preserved till the said order is in force.
 - (c) If a dispute comes to the knowledge of the Company concerning the existence or non-existence or contents of any of the above document(s) within the period mentioned in the above Table, then the said document may be preserved till the dispute gets settled.
7. The Company shall maintain a register wherein it shall enter brief particulars of the documents destroyed and all entries made therein shall be authenticated by the Company Secretary or such other persons as may be authorized by the Board for the purpose.
8. The Board or a Committee thereof shall have inherent powers to amend this policy from time to time.

