



## Document Preservation and Archival Management Policy

### Document Preservation and Archival Management Policy

#### Introduction:

The Board of Directors of Hind Rectifiers Limited ('the Company') has adopted the following policy and procedures with regard to preservation of Documents and archival management. The Board may review and amend this policy from time to time.

The purpose of this policy is to preservation of its documents in accordance with the provisions of the Companies Act, 2013, SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015 and any other applicable laws, rules, regulations and including any statutory modification/s or re-enactment thereof for the time being in force.

In addition to legally mandated retention requirements the Hind Rectifiers Limited may require certain records of the company to be maintained for certain periods of time in order to allow the company to conduct its affairs efficiently and consistently or to retain records and other documents for historic purposes.

#### Objective:

This policy is framed based on Listing Agreement entered by the Company with the Stock Exchanges and pursuant to the provisions of the Companies Act 2013 to facilitate setting up a framework for Documents Preservation and Archival Management:

- Document Preservation and Archival Management Policy limits how long information kept.
- The specific objectives of the Policy are classifying the Documents in permanent nature and documents with reservation period of not less than eight years after completion of the relevant transactions.
- The Company shall disclose on its website all such events or information which has been disclosed to stock exchange(s) under SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015, and such disclosures shall be hosted on the website of the Company for a minimum period of five years and thereafter as per the retention schedule of the Company.
- Company shall ensure to put in place infrastructure as required for compliance with this policy.
- Company shall make ensure to educate their employees about preservation of Documents and implementation of policy.
- The policy should also address the fact that documents store and save in different ways and quite flexible.
- Protects the privacy of Documents, Optimizes the use of space, Minimizes the cost of record retention; and Destroys outdated records in a timely and appropriate manner as defined in regulatory framework.

#### Definitions:

**"Policy"** "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 [Section 2(36) of the Companies Act, 2013]

**"Board of Directors" or "Board"** in relation to a Company, means the collective body of Directors of the Company. [Section 2(10) of the Companies Act, 2013]



## HIND RECTIFIERS LIMITED

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"Policy" means Document Preservation and Archival Management Policy.

### **Confidentiality Requirement**

Many records subject to regulatory framework contain non-public confidential data. Such records are protected by the Company.

### **Electronically Stored Information**

Company may adopt the maintenance of Electronics records under rule 27(1) of the Companies (Management and Administration) Rules, 2014.

### **Retention Schedules**

The Document preservation and archival management policy meets legal standards for protection, storage, and retrieval of documents. The retention schedules of the documents shall be govern by Companies Act, 2013 and rules their under, the Listing Regulation governed by the Securities and Exchange Board of India (SEBI) and any other applicable laws, rules, regulations and including any statutory modification/s or re-enactment thereof for the time being in force.

### **Policy Enforcement**

Failure to comply with this Policy may result in punitive action against the employee, including suspension or termination. Questions about enforcement of this policy should be referred to the Board of Director of the Company directly.