

**PRESERVATION OF DOCUMENTS &
ARCHIVAL POLICY OF VISESH
INFOTECNICS LIMITED**

(w.e.f. 01.12.2015)

PRESERVATION OF DOCUMENTS & ARCHIVAL POLICY

INTRODUCTION

In terms of Regulation 9 of the SEBI (Listing Obligations and Disclosures Requirements) Regulations, 2015 (“ Listing Regulations”), the Board of Directors (the “Board”) of Visesh Infotecnics Limited is required to formulate a policy for preservation of documents required to be maintained under the Listing Regulation in at least two categories as specified in the said Regulation.

In terms of Regulation 30 (8) of the Listing Regulations, the Company is required to formulate an archival policy for all disclosures of events/information to the Stock Exchanges in terms of the Company’s Policy for Disclosure of Events/information and determining of Materiality.

OBJECTIVE

The objective of this policy is to establish a framework required for effective preservation of documents and records of the Company required to be maintained under the Listing Regulations, in terms of Regulation 9 and also to archive any of the material of events or information which are disclosed by the Company to the stock exchanges prior to the period of five years in terms of Regulation 30.

POLICY FOR PRESERVATION OF DOCUMENTS

1. Documents and Records of the Company required \to be maintained under the Listing Regulations shall be classified in two categories as below:
 - a. Documents whose preservation shall be permanent in nature shall be preserved permanently by the Company subject to modifications, amendments, addition, deletion or any changes made therein from time to time;**(ANNEXURE-A)**
 - b. Other documents shall be preserved for a period of not less than eight (8) years after completion of the relevant transactions & subject to the modifications, amendments, addition, deletion or any changes made therein from time to time. **(ANNEXURE-B)**
 - c. Any other documents which are required to be preserved till the closure of the event.
2. The listing documents and records in physical form shall be in the custody of the Company Secretary and/or any other officials as may be authorized by the Board.
3. The Company may keep the listing documents and records as specified above in electronic mode.

ARCHIVAL POLICY

Any disclosure of events or information which have been submitted by the Company to the stock exchanges under Regulation 30 of the Listing Regulations will be available on the website of the Company for a period of 5 years from the date of its disclosure and shall thereafter be archived from the website of the Company for a period of 3 years.

REVIEW AND AMENDMENT

The Board of Directors will review this Policy and make revisions as may be required.

DISCLOSURE OF THE POLICY

This Policy shall be uploaded on the Company's website for public information.

ANNEXURE - A

DOCUMENTS / RECORD WHOSE PRESERVATION SHALL BE PERMANENT IN NATURE

1. Certificate of incorporation
2. Memorandum and Articles of Association
3. Agreements made by the Company with Stock Exchanges, Depositories, etc.
4. Minute Books of General Meetings, Board and Committee Meetings as per Companies Act, 2013
5. Register and Index of Members, debenture-holders, if any or other security holders, if any
6. Register of Contracts, if any, as per Companies Act, 2013
7. Register of Charges, if any, as per Companies Act, 2013
8. Register of Investments, if any, as per Companies Act, 2013
9. Files relating to premises viz. Title Deeds/Lease Deeds of owned premises/land and building, etc. and related Ledger / Register etc.
10. Authorization / licenses, if any, obtained from any statutory authority
11. Policies of the Company framed under various regulations/laws/rules etc.
12. Certificates obtained from various statutory authorities
13. Such other records as may be required under any law from time to time

ANNEXURE - B

DOCUMENTS / RECORD TO BE PRESERVED FOR A MINIMUM PERIOD OF EIGHT YEARS

1. Instrument creating charge or modification (from the date of satisfaction of charge), if any, as per Companies Act, 2013
2. Annual Returns as per Companies Act, 2013
3. Register of Deposits, if any, as per Companies Act, 2013'
4. Register of Allotment (from the date of each allotment) as per Companies Act, 2013
5. Annual financial statements including:
 - Annual accounts
 - Directors report
 - Auditors report
6. Books of accounts including Vouchers / Voucher register as defined under the Companies Act, 2013 and/or any other act for the time being in force.
7. Income Tax Returns filed under Income Tax Act, 1961
8. All notices in form MBP - 1 received from Directors and KMPs along with any amendment thereto
9. Return of declaration submitted by the Directors or Key Managerial Personnel in respect of beneficial interest in any share as per Companies Act, 2013
10. Copy of newspaper advertisement or publications
11. Compliance Reports received from any statutory authority
12. The postal ballot and all other papers or registers relating to postal ballot including voting by electronic means
13. Disclosure/Return filled under SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015
14. Records, if any, relating to Court Cases/Civil Suits/Arbitration Cases.
15. Register of Inter Corporate Loans and Investments, if any, as per the Companies, 2013
16. Forms and Returns filed with MCA or with any other statutory Authority