

CRESTCHEM LIMITED

Reg. office: Sr. No. 550/1, Sub Plot o. 12, Village Indrad, Taluka -Kadi, District- Mehsana, Pin code-382715, Gujarat.
Phone: +91-9409119484, Email : info @crestchemlimited.in GST Number : 24AAACC8722C1Z5
CIN NO. L24100GJ1991PLC015530/WEBSITE: www.crestchemlimited.in

POLICY OF PRESERVATION OF DOCUMENTS OF Crestchem Limited

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POLICY FOR PRESERVATION OF DOCUMENTS

I. INTRODUCTION

The Securities and Exchange Board of India (SEBI) has issued the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI LODR") which have come into force from 1st December 2015.

Regulation 9 of the aforesaid Regulations requires the Board of Directors of the Company to frame a Policy for Preservation of Documents ("Policy") classifying them into two categories:

- i. Documents whose preservation shall be permanent in nature; and
- ii. Documents to be preserved for not less than eight years.

The documents that are required to be maintained under this Policy are preserved considering their importance, usefulness and information. The Company recognises that all the documents, whether in physical or electronic mode, form an important and integral part of the Company's records. The preservation of documents is important in order to ensure immediate access to the records, its retrieval and authentication.

Accordingly, the Board of Directors of **Crestchem Limited** ("the Company") has adopted the Policy for Preservation of Documents.

II. APPLICABILITY AND MODES OF PRESERVATION

This Policy is applicable to all documents maintained in physical and electronic mode by the Company. The preservation of documents should be such as to ensure that there is no tampering, alteration, destruction or anything that endangers the content, authenticity, utility or accessibility of the documents.

The documents not specifically covered under this policy shall be preserved and maintained in accordance with the provisions of the respective acts, rules, guidelines and regulations as applicable under which those documents are maintained.

III. DEFINITIONS

"Act" shall mean the Companies Act, 2013 and the Rules framed thereunder, including any modifications, amendments, clarifications or re-enactment thereof.

"Applicable Law" means any law, rules, circulars, guidelines or regulations issued by the Securities and Exchange Board of India (SEBI), Ministry of Corporate Affairs (MCA), The Institute of Company Secretaries of India (ICSI) and other professional bodies under which the preservation of documents has been prescribed.

"Board" means the Board of the Directors of the Company.

"Books of Accounts" includes records maintained in respect of –

- i. all sums of money received and expended by the Company and matters in relation to which the receipts and expenditure take place
- ii. All sales and purchases of goods and services by the Company
- iii. The assets and liabilities of the Company; and
- iv. The items of cost as may be prescribed under section 148 of the Act in case the Company belongs to any class of companies specified under that section.

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"Company" means Crestchem Limited.

"Documents" refers to papers, notes, agreements, notices, agenda, circulars, advertisements, declarations, forms, minutes, registers, correspondences, challan or any other record required under or in order to comply with the requirements of any Applicable Law, whether issued, sent, received or kept in pursuance of the Act or under any other law for the time being in force or otherwise, maintained on paper or in Electronic Form.

"Electronic Form" means any electronic device such as servers, computer, laptop, compact disc, floppy disc, pen drive, space on electronic cloud or any other form of storage and retrieval device, considered feasible, whether the same is in possession or control of the Company or otherwise the Company has control over access to it.

"Maintenance" means keeping documents, either physically or in Electronic Form.

"Preservation" means to keep in good order and to prevent from being altered, damaged or destroyed.

"SEBI LODR" means the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015. Words and phrases used in this Policy and not defined herein shall derive their meaning from the Applicable Law.

IV. ROLES & RESPONSIBILITIES:

The respective Functional/ Departmental heads of the Company shall be responsible for maintenance and preservation of documents in respect of the areas of operations falling under the charge of each of them, in terms of this Policy.

V. AUTHENTICITY:

Where a document is being maintained both in physical form and Electronic form, the authenticity with reference to the physical form should be considered for every purpose.

VI. DESTRUCTION OF DOCUMENTS:

The documents specified in Annexe A which are not required to be maintained and preserved permanently, may be destroyed after the expiry of the specified retention period in such mode and under the instructions approved by the Functional/ Departmental Heads. Any deviation will be approved by the Chief Financial Officer.

VII. DISSEMINATION OF THE POLICY:

The approved policy shall be uploaded on the Company's website i.e. www.metrogloballimited.com.

VIII. GENERAL:

Notwithstanding anything contained in this policy, the Company shall ensure compliance with any additional requirements as may be prescribed under any laws/regulations either existing or arising out of any amendment to such laws/regulations or otherwise and applicable to the Company from time to time.

IX. REVIEW OF POLICY:

This Policy shall be subject to review, if necessary. Any change/amendments in Applicable Laws with regard to maintenance and preservation of documents and records shall be deemed to be covered in this Policy without any review. Any change/amendments to this Policy shall be approved by the Managing Director and Chief Financial Officer or Board of Directors.

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Annexure: 1

Documents whose preservation shall be permanent in nature as per Companies Act, 2013

Sr. No.	Nature of Document(s)
1	Certificates of Incorporation
2	Memorandum and Articles of Association (as amended from time to time)
3	Licenses & Statutory Approvals
4	Statutory Registers required under applicable laws
5	Minute Books of General Meetings and Board Meetings
6	Any other document as may be required to maintain permanently in terms of applicable laws, maintained and preserved from time to time.

Annexure: 2

Documents whose preservation period of not less than eight years after completion of relevant transactions as per Companies Act, 2013

Sr. No.	Nature of Document(s)
1	Attendance Register
2	Office copies of Notices, Agendas, Notes on Agenda to call Board Meeting (of Committee Meeting of the Company)
3	Annual Reports
4	Annual Returns
5	Income Tax Returns filed under Income Tax Act, 1961
6	Books of Accounts including vouchers/ voucher register as defined under Companies Act
7	Instruments creating or modifying charges along with satisfaction of charge
8	Tax Records- including but not limited to documents concerning tax assessments, tax filing, proof of deduction, tax returns, appeal preferred, against claims made by the relevant tax authorities and other concerned documents
9	Disclosures and/or Declarations as per Companies Act, 2013 and other applicable laws.
10	Legal documents
11	Disclosures and/or Declarations as per SEBI (Listing Obligations and Disclosure Requirement) Regulation, 2015 and others