

CIL NOVA **PETROCHEMICALS LIMITED**

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POLICY ON **PRESERVATION OF DOCUMENTS**

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1. OBJECTIVE OF THE POLICY

Regulation 9 of the SEBI(Listing Obligation and Disclosure Requirements)Regulation,2015 required that every listed company to formulate policy on Preservation of Documents which shall be approved by the Board of Directors of the Company. So in order to comply with the said requirement the Board of Directors of **CIL NOVA PETROCHEMICALSLIMITED("Company")** have formulated this policy and approved it at its meeting held on 6th November, 2015, classifying the documents in two categories as follows

- (a) documents whose preservation shall be permanent in nature ;
- (b) documents with preservation period of not less than eight years after completion of the relevant transactions:

Terms that have not been defined under this policy shall have the meaning assigned to them in SEBI (Listing Obligation and Disclosure Requirement)Regulations,2015 and Companies Act,2013 as amended from time to time.

2. DEFINITIONS

"Act"

Act means the Companies Act, 2013 and rules made thereunder and amendments made thereto from time to time.

"Regulations"

Regulations means SEBI (Listing Obligation and Disclosure Requirements) Regulations,2015 and any amendments made thereto.

"Board of Directors /Committees"

Board of Directors or Committee shall mean Board of Directors or Committee of CIL Nova Petrochemicals Limited.

"Maintenance"

Maintenance means keeping documents either in physical or in electronic form.

“Preservation”

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

“Policy”

Policy or this policy means Policy on Preservation of Documents.

“Electronic Form”

Electronic form means data sent , received, generated or stored in media, magnetic, optical, Computer memory, micro film, Computer generated micro fiche or similar device.

3. Manner of Implementation

Company has classified the documents needs to be preserved into the following categories

- (i) Documents need to be preserved permanently provided in Annexure I.
- (ii) Documents need to be preserved for not less than 8 years provided in Annexure II.

The above mention documents may be preserved either in physical or electronic form and shall be accessible to authorised person and shall be furnish to any statutory authority when demand has been made by them.

It should be ensure that preserved documents should not be tampered, altered, destroyed.

The documents which are no longer required to be preserved after completion of period prescribed in Annexure II may be destroyed by the concerned person and details of such destruction should be maintained through the Register kept for such purpose.

4. Amendments

This Policy may be amended at any time by the Board of Directors (“the Board”) of the Company and is subject to further guidance from SEBI or amendments to or re-enactment of Regulations.

5. Annexures

“Annexure I”

- (i) Statutory Registers, Minutes Books of Board, General and Committee Meetings.
- (ii) Regulatory / Business Licenses, Approvals, Permits etc.
- (iii) Common Seal,
- (iv) Scrutinisers Reports, Opinions, MOU.
- (v) Incorporation related documents including certificate issued by ROC, Memorandum and Articles of Association of Company.
- (vi) Original Purchase/Sale Deeds relating to Immovable Properties sold/purchase if any.

“Annexure II”

- (i) Attendance Registers of Board, Committee Meetings.
- (ii) Books of Accounts, Financial Statements and other related papers.
- (iii) Office Copy of Notice of Board and General Meetings, Agenda Papers of Board and Committee Meetings and other related documents.
- (iv) Notices received from directors regarding disclosures of interests and declarations.
- (v) Income tax records.
- (vi) Annual Returns along with Annexures/ Certificates.
- (vii) Regulatory filling with Stock Exchange, Registrar of Companies / other regulatory authorities.