

GOTHI PLASCON (INDIA) LIMITED

POLICY FOR PRESERVATION OF DOCUMENTS

1. Preamble:

The Securities and Exchange Board of India ((Listing Obligations and Disclosure Requirements) Regulations, 2015 (' SEBI LODR'') Regulation 9 requires the Board of Directors of the Company to frame a Policy for Preservation of Documents.

Accordingly, the Board of Directors of **GOTHI PLASCON (INDIA) LIMITED** ("the Company") has adopted the Policy for Preservation of Documents.

2. Applicability and Modes of Preservation:

The company shall preserve all its documents, whether maintained and preserved in physical or electronic mode, as per the requirements and provisions of the Companies Act,2013,the secretarial standards, listing regulation, various tax related and employment related laws and other laws, rules or regulations as may be applicable to the company. For the purpose of preservation, documents are broadly classified in the following two categories:

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

as per mentioned in Annexure of this policy

3. Definitions:

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

b. "Company" means **GOTHI PLASCON (INDIA) LIMITED**.

c. "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.

d "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.

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

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

g."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.

4. Destruction of Documents:

The documents 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.

5. 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.

ANNEXURE AS REFERRED IN POLICY

| Corporate Secretarial Records | | |
|-------------------------------|---------------------------------------------------------------------------------------|---------------------|
| Sr. No. | Record Type | Preservation Period |
| 1. | Memorandum and Articles of Association | Permanent |
| 2. | Certificate of Incorporation | Permanent |
| 3. | Minutes of Board and Committee Meetings | Permanent |
| 4. | Minutes of Shareholders' Meetings | Permanent |
| 5. | Register and Index of Members | Permanent |
| 6. | Resolutions passed by circulation | 8 Financial Years |
| 7. | Listing Agreement executed with the stock exchanges | Permanent |
| 8. | Attendance Register – Board and Committee Meetings | 8 Financial Years |
| 9. | Register of investments in securities not held in the name of the Company | Permanent |
| 10. | Register of renewed and duplicate certificates | Permanent |
| 11. | Register of contracts in which Directors are interested | Permanent |
| 12. | Register of Directors, Managing Director, Manager and Secretary | Permanent |
| 13. | Register of Directors' Shareholding | Permanent |
| 14. | Register of Inter-corporate loans and investments | Permanent |
| 15. | Register of transfer of shares | Permanent |
| 16. | Register of Transmission of shares | Permanent |
| 17. | Forms filed with Registrar of Companies (ROC) | Permanent |
| 18. | Notice and Agenda of the Board and Committee Meetings | 8 Financial Years |
| 19. | Notices pertaining to disclosure of Interest by the Directors | 8 Financial Years |
| 20. | Annual Returns | 8 Financial Years |
| 21. | Correspondence with shareholders | 8 Financial Years |
| 22. | Disclosures under SEBI – Substantial acquisition of shares and Takeovers, Regulations | 8 Financial Years |
| 23. | Disclosures under SEBI – Prohibition of Insider Trading Regulations | 8 Financial Years |
| 24. | Postal Ballot forms | 8 Financial Years |
| 25. | Scrutinizer's Reports on voting at General Meetings/ Postal Ballot | 8 Financial Years |
| 26. | Newspaper cuttings of notices of Board Meeting and Financial Results | 8 Financial Years |
| 27. | Investor meet presentations | 8 Financial Years |

| Accounts and Finance Records | | |
|------------------------------|-----------------------------------------|-----------------------------------------------|
| Sr. No. | Record Type | Preservation Period |
| 1. | Annual Audited and Financial Statements | Permanent |
| 2. | Books of Accounts, Ledgers & Vouchers | 8 Financial Years |
| 3. | Investment Records | 8 Financial Years from the date of redemption |
| 4. | Engagement letters from Auditors | 8 Financial Years |

| Tax Records | | |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Sr. No. | Record Type | Preservation Period |
| 1. | Excise Returns, Income Tax Returns, Sales Tax/ VAT Returns, Service Tax Return. | 8 Financial Years |
| 2. | Registration certificates , tax returns , Documents, Challans and other details/correspondence related to Excise, Income Tax, Sales Tax/ VAT, Service tax | 8 Financial Years |