**EUROTEX INDUSTRIES AND EXPORTS LIMITED  
POLICY FOR PRESERVATION OF DOCUMENTS*****PURSUANT TO CLAUSE 9 OF SEBI (LISTING OBLIGATIONS AND DISCLOSURE REQUIREMENTS) REGULATIONS, 2015***

1. **INTRODUCTION:**

Pursuant to Regulation 9 of the Listing Regulations the Board of Directors of Company is require to frame a policy for providing framework for adequate protection and preservation of the documents of the Company as per the applicable statutory requirements. Accordingly, the Board of Directors of the Company has adopted this policy effective from December 1, 2015 and which may be amended from time to time as the Board may deem fit and/or to incorporate any subsequent amendment(s)/ modification(s) in the Listing Regulations or Applicable Law with respect to matters covered under this Policy or otherwise.

1. **MEANINGS OF TERMS USED IN THE POLICY:**

* **“Act”** means the Companies Act, 2013 including the rules, schedules, clarifications and guidelines issued by the Ministry of Corporate Affairs from time to time;
* **“Applicable Law”** means any law, rules, circulars, guidelines or standards issued by Securities Exchange Board of India, Ministry of Corporate Affairs and Institute of Company Secretaries of India under which preservation of the documents have been prescribed;
* **“Board”** refers to the Board of Directors of Eurotex Industries and Exports India Limited;
* **“Company”** refers to Eurotex Industries and Exports India Limited pursuant to this policy, having its Registered Office at 1110, Raheja Chambers, 11th Floor, 213, Nariman Point, Mumbai Maharashtra- 400021
* **“Listing Regulations”** means the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015;
* **“Stock Exchange”** means Bombay Stock Exchange and National Stock Exchange;

1. **PRESERVATION OF DOCUMENTS:**

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, Securities and Exchange Board of India Act, 1992, Depositories Act, 1996, Listing Regulations, 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 classified under three categories-

* Documents which are required to be preserved permanently *(****Schedule A****).*
* Documents which are required to be preserved for not less than 8 years after completion of the relevant transaction *(****Schedule B****).*
* Documents with preservation period other than those mentioned in schedule A and schedule B shall be preserved in accordance with the provisions of applicable laws, rules, regulations etc. or as determined by the respective head of the department in writing *(****Schedule C****).*

If a law suit or any other proceeding involving the Company is pending or reasonable foreseeable, the documents relevant to such litigation or proceeding shall be retained and preserved as per the directions of the Court, Tribunal or Adjudicating Authorities. All retention periods under the policy shall be suspended with respect to such documents.

Where under a scheme of arrangement another company merges or amalgamates with the Company, minutes of all the meetings of the transferor company and its incorporation documents, i.e. certificate of incorporation, certificate of commencement of business, memorandum and articles of association etc. as handed over to the company shall be preserved permanently. Office copies of notices, agendas and notes on agenda, scrutinizers report and other related papers of the transferor company shall be preserved for as long as they remain current or for eight financial years whichever is later.

* + **Schedule A : List of documents to be preserved permanently**

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| --- | --- | --- |
| **Serial**  **Number** | **Type of Document** | **Concerned Department** |
| 1. | Common Seal | Secretarial |
| 2. | Certificate of Incorporation, Commencement of Business and Certificate of Change in Name | Secretarial |
| 3. | Statutory Registers | Secretarial |
| 4. | Forms Deposited with Registrar of Companies | Secretarial |
| 5. | Annual Reports | Secretarial |
| 6. | Minutes Books of Board Meetings, Committee Meetings and General Meetings | Secretarial |
| 7. | Scrutinizers Reports | Secretarial |
| 8. | Annual Audit Reports and  Financial Statements | Secretarial |
| 9. | Tax Exemption and Related Documents | Finance and Accounts |

* + **Schedule B: List of documents to be preserved for not less than 8 years**

|  |  |  |
| --- | --- | --- |
| **Serial**  **Number** | **Type of Document** | **Concerned Department** |
| 1. | Office copies of Notice of Board Meetings Committee Meetings along with Agenda and Notes to Agenda and other related papers | Secretarial |
| 2. | Office copies of Notice of General Meetings and other related papers | Secretarial |
| 3. | Attendance Register for Board and Committee Meetings | Secretarial |
| 4. | Insurance Policies | Secretarial |
| 5. | Bank Statements | Finance and Accounts |
| 6. | Investment Records | Finance and Accounts |
| 7. | Journal Entry Support Data | Finance and Accounts |
| 8. | Books of Accounts, Ledger and  vouchers | Finance and Accounts |
| 9. | Excise Records | Finance and Accounts |
| 10. | Tax Deducted at Source Records | Finance and Accounts |
| 11. | Income Tax Records | Finance and Accounts |
| 12. | Service Tax Records | Finance and Accounts |

* + **Schedule C: List of documents with preservation period other than those mentioned in Schedule A and Schedule B**

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| --- | --- | --- |
| **Serial**  **Number** | **Type of Document** | **Concerned Department** |
| 1. | Documents governed by the jurisdiction of foreign country | Concerned department to which the document belongs. |

**4. DESTRUCTION OF DOCUMENTS:**

After the expiry of the preservation period specified as above such documents which are no longer enquired may be destroyed by the concerned department after obtaining prior approval of the Board of the Company. The records of the documents destroyed shall be maintained by the concerned department in flowing format and shall be produced whenever required by the concerned authority/auditors:

|  |  |
| --- | --- |
| **Particular of Documents** |  |
| **Provisions of Applicable Law** |  |
| **Date of Destruction** |  |
| **Mode of Destruction** |  |
| **Name and initial of Authorized Person** |  |
| **Name and initial of person before whom record is**  **destroyed** |  |

In case any specific procedure is prescribed under Applicable Law for destruction of the documents, the Company shall follow the same.

Where the Company has been served with any Notice requisitioning documents from any of the Statutory Authorities or any Litigation is commenced by or against the Company, in such cases the destruction of the related documents shall be suspended till such time the matter is settled or resolved or disposed off finally.

**5. STORAGE OF DOCUMENTS:**

Documents mentioned above which are not required regularly can be stored by the concerned department in secured place or cupboard having access only by the authorized personnel. All documents should be boxed and the box should be labeled with the reference number and list of the files/documents. List of documents contained in the box should be kept inside the Box and shall also be kept by the concerned department. Electronic records i.e. e-mail files etc. should be stored as per IT Policy of the Company.

**6. DISCLOSURES**:

The Company shall disclose this Policy on its website and a web link thereto shall be provided in the Annual Report.

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