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**POLICY FOR PRESERVATION OF DOCUMENTS OF KIOCL LIMITED**

**1. INTRODUCTION**:

Regulation 9 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 states that, the listed entity shall have a policy for preservation of documents, approved by its board of directors, classifying them in at least two categories as follows-

1. documents whose preservation shall be permanent in nature;
2. documents with preservation period of not less than eight years after completion of the relevant transactions;

Provided that the listed entity may keep documents specified in clauses (a) and (b) in electronic mode.

This Policy deals with preservation of documents of KIOCL Limited in terms of Regulation 9 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

**2. DEFINITION**:

2.1. “**Document**” includes summons, notices, requisitions, orders, declarations, forms and registers, whether issued, sent or kept in pursuance of this Act or under any other law for the time being in force or otherwise, maintained on paper or in electronic form as defined in Section 2 (36) of the Companies Act, 2013.

2.2. “**Board of Directors**” or “**Board**” means the Board of Directors of KIOCL Limited, as constituted from time to time and as defined in Section 2(10) of the Companies Act, 2013.

2.3. “**Company**” means KIOCL Limited or KIOCL.

2.4. “**Policy**” means Policy Preservation of Documents.

2.5 “**Year**” means calendar year occurring after the completion of the relevant transactions.

**3. POLICY:**

**A. DOCUMENTS WHICH SHALL BE PRESERVED PERMANENTLY**

1. Agenda Papers pertaining to Annual General Meeting; Extraordinary General Meeting; Board Meeting and Committees thereof;
2. Minutes Book of Annual General Meeting; Extraordinary General Meeting; Board Meeting and Committees thereof;
3. Statutory Register maintained under the Companies Act, 2013;
4. Notices, Orders and Communications received from various Government and other Authorities;
5. Forms filed with the Registrar of Companies (RoC) as prescribed under the Companies Act, 2013.

**B.** **DOCUMENTS WHICH SHALL BE PRESERVED FOR A PERIOD OF NOT LESS THAN EIGHT YEARS AFTER COMPLETION OF RELEVANT TRANSACTION**

1. Financial Statements of the Company and books of accounts of the Company;
2. All bills, invoices, and vouchers relevant to any entry in such books of accounts;
3. All ballot papers received during the course of poll conducted in General Meetings.

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