



# Rajasthan Cylinders And Containers Ltd

(Regd. Office: SP - 825, Road No. 14, V KI Area, Jaipur -302013)

TEL : 91-141-2331771-2 ; FAX : 91-141-2330810 ; e - Mail : [info@bajoriagroup.in](mailto:info@bajoriagroup.in)

CIN No. : L28101RJ1980PLC002140 ; Website : [www.bajoriagroup.in](http://www.bajoriagroup.in)

## POLICY ON PRESERVATION OF DOCUMENTS

### **1. Preamble**

Regulation 9 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (the "Regulations") requires every listed company to have a policy on preservation of documents/ records maintained by the Company either in physical mode or electronic mode.

### **2. Applicability**

This policy is applicable to all Documents maintained in physical and electronic mode by the company.

The Documents not covered under this policy shall be preserved and maintained in accordance with the provisions of respective Acts, Rules, Guidelines and Regulations as applicable under which those documents are maintained.

### **3. Effective Date**

This policy shall come into force w. e. f. December 1, 2015.

### **4. Objective of the Policy**

The main objective of the policy is to ensure that all the statutory documents are preserved in compliance with the Regulations and as per Policy framed in compliance with the Regulations and to ensure that the records no longer needed or which are of no value are discarded after the following due process for the same.

The major objectives of the policy are:

- To identify statutory records to be preserved.
- To identify records to be maintained either for a period of eight years or permanently.
- To decide the mode of preserving the documents, whether physical form or in electronic form.
  
- To decide the procedure to destroy the documents after eight years or other applicable period.
- To help employees understanding their obligations in retaining and preserving the documents and records.

### **5. Definitions**

"Board" means Board of Directors of the Company.

"Company" shall mean "Rajasthan Cylinders And Containers Ltd"

"Preservation" means to keep the documents preventing them from being altered, damaged or destroyed.

"Documents" shall mean all papers, records, files, books, tapes, CDs, DVDs, electronic storage devices etc., and the like as required to be maintained under any law or regulation for the time being in force.



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## 6. Guidelines

Regulation 9 of SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015 provides that the listed company shall have the policy for preservation of documents, approved by its Board of Directors, classifying them in at least two categories as follows:-

- a. Documents whose preservation shall be permanent in nature; (Annexure "A")
- b. Documents to be preserved for not less than 8 years. (Annexure "B")

Provided further that the Company may keep the documents as specified above in electronic mode.

## 7. Destruction of Documents

After the expiry of the statutory retention period, the preserved documents may be destroyed in such mode under any instructions approved by the concerned person. Destruction of documents as a normal administrative practice will also be followed for the records which are duplicate /irrelevant/unimportant.

It applies to both Physical and Electronic Documents.

## 8. Review of Policy

This policy shall be subject to review, if necessary. The Board of Directors shall have exclusive power to amend any of the provisions of this policy, substitute any of the provisions with a new provision or replace this policy entirely with a new policy according to subsequent modification(s)/amendment(s) to Regulations.



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Annexure "A"

## List of Documents to be preserved permanently

- Minutes book of Board, Committees and General Meeting
- Statutory Registers as per Companies Act, 2013
- Licenses and Permissions
- Common Seal
- MOA and AOA as amended from time to time
- Register of disposal of records
- Statutory Forms and Disclosures except for routine compliances.
- Register and Index of Members
- Any other document as may be required to maintain in terms of applicable law(s), maintained and preserved from time to time.



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Annexure "B"

List of Documents to be preserved upto 8 years

- Annual Return along with its Annexures
- Board Agenda and supporting documents
- Attendance Register
- Office copies of Notice of General Meeting and related papers
- Office copies of Notice of Board Meeting/Committee Meeting, Notes on Agenda and other related papers.
- All notices pertaining to disclosure of interest of directors.
- Instrument creating charge or modification (8 years from date of satisfaction of charge)
- Financial Statements, Books of Accounts etc.
- Scrutinizers' Report on Postal Ballot and AGM
- Register of debenture holders, if any and other security holders
- Any other document as may be required to maintain in terms of applicable law(s), maintained and preserved from time to time.



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Annexure "C"

Format of Register of Documents disposed/destroyed -

Particulars of Documents along with applicable provisions of law	Date and Mode of Destruction	Initials of the Authorized Person