

TAI INDUSTRIES LIMITED

POLICY FOR PRESERVATION OF DOCUMENTS

&

ARCHIVAL OF DOCUMENTS

[Framed under Regulation 9 & 30 (8) of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015]

TAI INDUSTRIES LIMITED

PREFACE

- ❖ SEBI vide Notification dated September 2, 2015 has notified Securities and Exchange Board of India (Listing Obligations & Disclosure Requirements) Regulations, 2015. These regulations came into force on December 1, 2015.
- ❖ Regulation 9 of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015, provides 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-
(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:
Provided that the listed entity may keep documents specified in clauses (a) and (b) in electronic mode.
- ❖ Regulation 30 (8) of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015, provides that:
The listed entity shall disclose on its website all such events or information which has been disclosed to stock exchange(s) under this regulation, and such disclosures shall be hosted on the website of the listed entity for a minimum period of five years and thereafter as per the archival policy of the listed entity, as disclosed on its website.
- ❖ Pursuant to these Regulations, Tai Industries Limited ["the Company"] has a strategic objective of ensuring that significant documents as specified in this Policy are safeguarded and preserved to ensure longevity of such documents.
- ❖ Therefore, to ensure compliance with the aforesaid Regulations, the Company hereby frames the Policy for Preservation of Documents & Archival of Documents pertaining to events/information disclosed to stock exchange in its website, which is mentioned below:

I.POLICY FOR PRESERVATION OF DOCUMENTS

[Framed under Regulation 9 of Chapter III of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015]

1. PURPOSE AND OBJECTIVES

The purpose of this document is to present a high level policy statement for Tai Industries Limited ("the Company") regarding preservation of its documents in accordance with all the statutory and regulatory provisions applicable to the Company including the Companies Act, 2013 and SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("LODR").

This policy contains guidelines on how to identify documents that need to be maintained, how long certain documents should be retained, and how and when those documents should be disposed of, if no longer needed pursuant to the applicable statutory and regulatory provisions.

This policy has been adopted and approved by the Board of Directors at its meeting held on 6th November, 2015.

2. OBJECTIVES OF THE POLICY

The objective of this Policy is to classify the documents, records and registers of the Company which are required:

- (i) To be preserved permanently and
- (ii) To be preserved for a period not less than 8 years.

3. DEFINITION

In this Policy, unless the context otherwise requires:-

"Company" means Tai Industries Limited.

"Regulations" means Securities and Exchange Board of India (Listing Obligations & Disclosure Requirements) Regulations, 2015.

Words and expressions used in this Policy but not defined here shall have the meaning as given in the SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015.

4. CLASSIFICATION OF DOCUMENTS TO BE PRESERVED/ RETAINED

The Board of Directors has classified the documents to be retained and preserved in two categories which are mentioned below:

- 1) Documents whose preservation shall be permanent in nature
 - as prescribed under Companies Act, 2013 & Rules made there under.
- 2) Documents with preservation period of not less than 8 years after completion of relevant transactions
 - as prescribed under Companies Act, 2013 & Rules made there under.
 - Income Tax, Sales Tax, Central Excise and Service Tax related documents, i.e., Assessment Orders, Tax Bills, Receipts, Statements, Returns, Notices, etc shall be preserved for a period of 8 years as required under the applicable laws.

5. MODE OF MAINTENANCE

The Company shall maintain these records either in physical or electronic mode. The applicable provisions of law, rules and regulations with regard to electronic maintenance of records shall be adhered to.

All the records shall be maintained as per the prescribed formats, if any, as amended from time to time under the various rules and regulations.

6. DISPOSAL AND DESTRUCTION OF RECORDS

After the expiry of the statutory retention period, the preserved documents may be destroyed. Destruction of documents as a normal administrative practice shall be followed for the records which are duplicate/ unimportant/ irrelevant.

The documents may be destroyed in any of the following ways:

- a. Recycle non-confidential paper records;
- b. Shred or otherwise unreadable confidential paper records; or
- c. Delete or destroy electronically stored data.

7. POLICY REVIEW

This Policy is framed based on the requirements of Regulation 9 of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015.

In case of any subsequent changes in the Companies Act, 2013 or Regulations which makes any of the provisions in the Policy inconsistent with the Regulations, the provisions of the Act or Regulations would prevail over the Policy and the provisions in the Policy would be modified in due course to make it consistent with law.

This Policy shall be reviewed by the Board of Directors as and when any changes are to be incorporated in the Policy due to change in regulations or as may be felt appropriate by the Board. Any changes or modification on the Policy would be approved by the Board of Directors.

II. ARCHIVAL OF DOCUMENTS

PERTAINING TO EVENTS OR INFORMATION DISCLOSED TO STOCK EXCHANGE AND IN COMPANY'S WEBSITE

[Framed under Regulation 30 of Chapter IV of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015]

The Company shall disclose on its website all such events or information which has been disclosed to stock exchange(s) under Regulation 30 of Chapter IV of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015, and such disclosures shall be hosted on the website of the Company for a minimum period of five years.

The Company shall disseminate the information specified in Regulation 46 of Chapter IV of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015 on its website.