



ASSAM CARBON PRODUCTS LTD

Corporate Identification Number (CIN) — L23101AS1963PLC001206

Registered Office : Birkuchi, Guwahati, Assam - 781026.

Website: www.assamcarbon.in Tel: (0361)2640741/630; Fax: (0361)2640368

Email: acplghy@ascarbon.com

POLICY FOR MAINTENANCE AND PRESERVATION OF DOCUMENTS

1. PREFACE

The Board of Directors (the “Board”) of ASSAM CARBON PRODUCTS LIMITED (the “Company”) has adopted the following policy with regard to preservation of Documents. This Policy has been formulated in accordance with Regulation 9 of the SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015. This Policy shall be known as “Policy for Maintenance and Preservation of Documents”.

2. PURPOSE OF THE POLICY

The purpose of this Policy is to specify the type of document(s) and time period for preservation thereof based on the classification mentioned under Regulation 9 of the SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015.

3. TYPE OF DOCUMENTS AND TIME PERIOD FOR PRESERVATION

The company shall maintain and preserve documents as specified hereunder:

Category (A): The documents of permanent nature (*listed in Annexure 1*) shall be maintained and preserved permanently by the Company subject to the modifications, amendments, addition, deletion or any changes made therein from time to time.

Provided that all such modifications, amendments, addition or deletion in the documents shall also be preserved permanently by the Company.

Category (B): The documents of the company to be maintained and preserved for specified time period after completion of the relevant transactions (listed in Annexure-2) shall be preserved by the Company for the term not less than eight year after completion of the relevant transactions subject to the modifications, amendments, addition, deletion or any changes made therein from time to time.

Provided that all such modifications, amendments, addition or deletion in the documents shall also be preserved for a term not less than eight years

For the purpose of this policy, document may include the following:

- i. ‘books and papers’ as defined in clause 12 of section 2 of the Companies Act,2013;
- ii. ‘Books of accounts’ as defined in clause 13 of section 2 of the Companies Act,2013
- iii. ‘documents’ as defined in clause 36 of section 2 of the Companies Act,2013
- iv. Registers’ as defined in clause 74 of section 2 of the Companies Act, 2013



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- v. Further, the company may deem fit and possible from time to time maintain above mentioned documents in electronic form to the extent possible.

4. ROLES & RESPONSIBILITIES

The respective Departmental Heads of the Company shall be responsible for maintenance and preservation of documents in terms of this policy and to report thereon to Audit Committee periodically. The Audit Committee of the Company shall periodically review report(s) from head of departments and decide the category for preservation of documents.

5. AMENDMENT

Any change in the Policy shall be approved by the Board of Directors of the Company. The Board of Directors shall have the right to withdraw and / or amend any part of this Policy or the entire Policy, at any time, as it deems fit, or from time to time, and the decision of the Board in this respect shall be final and binding.

6. COMMUNICATION

Copy of this policy duly approved shall be placed before the Board and circulated among all the Director of the Company for their necessary action. Human Resource and Administration Department are required to notify & communicate the existence and contents of this policy to the employees/ functional head of the Company. The new employees shall be informed about the policy by the Human Resource and Administration department. This policy as amended from time to time shall be made available at the website of the Company.

Annexure 1:

Documents whose preservation shall be permanent in nature:

Sl. No

01

Nature of Document(s)

All documents and Information originally filed with Registrar of Companies for Incorporation of Company

02

Memorandum of Association and Articles of Association as originally filed and updated from time to time

03

Register of Members

04

Index of Members

05

Minutes of General Meeting

06

Minutes of Board Meeting

07

Minutes of various Committee Meetings

08

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 2:

Documents with preservation period of not less than eight years after completion of the relevant transactions:

Sl. No	Nature of Document(s)
01	Books of Accounts
02	Annual Return(s)
03	Instrument creating a charge or modification (8 years from date of satisfaction of charge)
04	Register of deposits
05	Statutory Registers
06	Any other document as may be required to maintain in terms of applicable law(s), maintained and preserved from time to time.
