

## BALLARPUR INDUSTRIES LIMITED ('THE COMPANY OR BILT')

### POLICY FOR PRESERVATION OF DOCUMENTS

#### 1. INTRODUCTION

The Policy for preservation of documents (hereinafter referred to as 'Policy') is framed in terms of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (hereinafter referred to as 'Listing Regulations') and shall be effective from 1<sup>st</sup> December, 2015.

#### 2. OBJECTIVE

Regulation 9 of the Listing Regulations mandates that a 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 a 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.

Further, Regulation 30(8) of the Listing Regulations provide that the listed entity shall disclose on its website all such events or information which has been disclosed to stock exchange(s) under Regulation 30 shall be hosted on the website of the Company for a minimum period of five years and thereafter as per the archival policy of the company, as disclosed on its website.

#### 3. POLICY

- a) All documents which are required to be **preserved permanently** in accordance with the provisions of applicable Act(s), Rules, Regulations, Guidelines, Circulars, Notifications etc. as may be applicable on the Company from time-to-time **shall be preserved permanently** in physical form or electronic form or both, as the case may be.
- b) All documents which are required to be preserved in accordance with the provisions of applicable Act(s), Rules, Regulations, Guidelines, Circulars, Notifications etc. **for a period of not less than eight years** after completion of the relevant transactions shall be preserved accordingly in physical form or electronic form or both, as the case may be.
- c) Documents not covered in a) or b) above shall be preserved for such period as may be decided by the Company from time to time in physical form or electronic form or both, as the case may be.
- d) Events or information which have been disclosed to stock exchange(s) under Regulation 30 of the Listing Regulations shall be hosted on the website of the Company for a minimum period of five years and thereafter the information and/or document shall be removed from the main website. The Backup of said information and/or document which is removed from the main website shall be maintained/ preserved in the server for a minimum period of 3 years and after expiry of this period of 3 years the backup may be permanently removed from the server.

**4. RECORD DESTRUCTION:**

Destruction of records will be reviewed once a year, after each year-end and, all files exceeding their designated holding period will be destroyed by the concerned department head. A listing of records destroyed will be maintained permanently for future reference by the concerned department.

**5. AMENDMENTS TO THE POLICY**

This policy may be reviewed / modified / amended / altered by Board of Directors of the Company from time to time.

In case of any statutory modification or amendment or alteration of the provisions of Listing Regulations, the modified / amended / altered provisions of the said Regulations shall be deemed to be implemented in the Policy immediately with effect from the date of the statutory notification for modification or amendment or alteration etc.

The amended policy should be placed before the Board of Directors of the Company in the Board Meeting held immediately after the date of statutory notification for modification / amendment / alteration etc of the Regulation for noting.