

POLICY FOR PRESERVATION OF DOCUMENTS

1. PREFACE

The Board of Directors (the “Board”) of Saksoft Limited (the “Company”) have approved the following policy (“the policy”) of the Company for preservation of documents / records maintained by the Company either in physical Mode or electronic mode (hereinafter referred to as “the documents”). This Policy has been formulated in accordance with the Regulation 9 of the Securities and Exchange Board of India (Listing obligations and Disclosure Requirements) Regulations, 2015.

2. OBJECTIVE

This policy sets the standards for managing, storing and preservation of documents of the Company broadly classified in the following two categories:

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

Provided that all such modifications, amendments, additions, deletions in the documents shall also be preserved permanently by the Company.

B. The documents to be maintained and preserved for a 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 years after completion of the relevant transactions subject to the modifications, amendments, additions, deletions or any changes made therein from time to time.

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

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

3. ROLES & RESPONSIBILITIES

The respective Departmental Heads of the Company shall be responsible for maintenance, preservation and destroying of documents in respect of the areas of operations falling under the charge of each of them, in terms of this policy.

The respective Departmental Heads of the Company shall also be responsible to communicate regarding this policy and guide their subordinates to comply with this policy requirement.

4. GENERAL

Notwithstanding anything contained in this policy, the Company shall ensure compliance with any additional requirements as may be prescribed under any laws/regulations either existing or arising out of any amendment to such laws/regulations or otherwise and applicable to the Company, from time to time.

5. 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 department head(s). Destruction of documents as a normal administrative practice will also be followed for the records which are duplicate/unimportant/irrelevant.

This applies to both Physical and Electronic Documents.

6. AMENDMENTS

The Board may subject to the applicable laws amend any provision(s) or substitute any of the provision(s) with the new provision(s) or replace this policy entirely with a new policy. However, no such amendment or modification shall be inconsistent with the applicable provisions of any law for the time being in force.

Annexure 1

Documents to be retained permanently

S.No	Nature of Document(s)
01	Registration certificates/documents
02	Licenses & Statutory Approvals
03	Statutory Registers required under applicable laws
04	Audited Financial Statements
05	Minutes of General Meeting
06	Minutes of Board meeting
07	Minutes of Various Committee Meetings
08	Material Agreements / Contracts
09	Orders issued by Courts/Statutory Bodies
10	Any other documents as may be required to maintain permanently in terms of applicable law(s), maintained and preserved from time to time.

Annexure-2

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

S. No	Nature of Document(s)
01	Books of Accounts
02	Annual return(s)
03	Personnel Documents
04	Insurance policies/claims under various policies
05	Correspondences with Departments/ Shareholders
06	Non-Statutory Registers/Documents
07	Any other document as may be required to maintain in terms of applicable law(s), maintained and preserved from time to time.