

**Policy for  
preservation of  
documents**

## 1. Introduction

The Board of Directors (the “Board”) of Texmo Pipes And Products Limited (the “Company”) has adopted the following policy and procedures with regard to preservation of documents as defined below. The Board may review and amend this policy from time to time.

This Policy will be applicable to the Company effective 1 December 2015. This Policy is in terms of Clause 9 of the SEBI (Listing obligation and Disclosure Requirements) 2015 with the Stock Exchanges.

## 2. Policy Objective

To determine the strategy pertaining to preservation of documents of Texmo Pipes And Products Limited and to provide the governance framework for the same.

## 3. Definitions

“**Board of Director**” or “**Board**” means the Board of Directors of Texmo Pipes And Products Limited, as constituted from time to time.

“**Book and Paper**” include books of account, deeds, vouchers, writings, documents, Minutes and Register maintained on paper or in electronic form.

“**Books of Account**” includes records maintained in respect of-

- (i) All sums of money received and expended by a Company and matters in relation to which the receipts and expenditure take place;
- (ii) All sales and purchases of goods and services by the Company;
- (iii) The assets and liabilities of the Company and
- (iv) The items of costs as may be prescribed under section 148 of Companies Act, 2013 in the case of a Company which belongs to any class of Companies specified under that section.

“**Company**” means a company incorporated under the Companies Act, 2013 or under any previous company law.

“**Document**” includes summons, notice, requisition, order, declaration, form and register, whether issued, sent or kept in pursuance of Companies Act, 2013 or

under any other law for the time being in force or otherwise, maintained on paper or in electronic form.

“**Policy**” means Policy on Preservation of documents.

#### 4. Policy

- I. The Company shall maintain all documents, Books of Account, Registers and Minutes of meetings of Shareholders, Board of Directors and Committees thereof in preservative condition.
- II. Documents shall be maintained for such period as required under provisions of Companies Act, 2013 and Rules made thereunder.
- III. All documents shall be kept safe and not accessible to every person and under a proper system of lock and key.
- IV. Inspection of documents shall be allowed in analogous of procedure and manner provided under Companies Act, 2013 and Rules made thereunder.
- V. Following Documents will be preserved permanently

<b>Sr. No.</b>	<b>Description of Document</b>	<b>Relevant sections of Companies Act, 2013 and Rules</b>
1	Register of Loans, guarantee, Security & acquisition made by company	186(9) & Rule 12(1)
2	Register of investments not held in its own name by the company	187(3) & Rule 14(1)
3	Register of contracts with related party and contract sand Bodies etc. in which directors are interested	189(1) & Rule 16(1)
4	Registers of Charges	Sec 85
5	Register of members including an Index of the names	Sec 88 & Companies (management and administration) Rules, 2014

6	Foreign Register of members	Sec 88 & Companies (management and administration) Rules, 2014
7	Minutes of General Meeting	Rule 25 of Companies (management and administration) Rules, 2014
8	Minutes of Board Meeting	Rule 25 of Companies (management and administration) Rules, 2014
9	Register of renewed and duplicate Share certificates	Rule 6(3) of Companies (Share Capital and Debentures) rules, 2014

VI. Following documents will be maintained for at least 8 (eight) years after the completion of relevant transaction:

Sr. No.	Description of Document	Relevant sections of Companies Act, 2013 and Rules
1	Books of Accounts including vouchers relevant to any entry in such books of account	128(5)
2	Disclosures/ Notices by a director of his interest	The Companies (Meetings of Board and its Powers) Rules, 2014.
3	Register of Deposits	Section 73 & the Companies (Acceptance of Deposits) Rules, 2014.
4	The Instrument creating a Charge or Modification	Section 85 & the Companies (Registration of Charges) Rules, 2014
5	Register of debenture-holders including an index of the names	Sec 88 & Companies (management and administration) Rules, 2014.
6	foreign register of debenture-holder	Sec 88 & Companies (management and administration) Rules, 2014.

7	Annual return and copies of all certificates and documents required to be annexed thereto	Sec 88 & Companies (management and administration) Rules, 2014
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VII. Following documents will be maintained by the Company for the period as mentioned herein:

Sr. No.	Description of Document	Period of preservation	Relevant sections or Rules
1	All books and documents relating to the issue of share certificates, including the blank forms of share certificates.	Not less than thirty years and in case of disputed cases, shall be preserved permanently.	Rule 7 of the Companies(Share Capital and Debentures) Rules, 2014.
2	All certificates surrendered to a company shall immediately be defaced by stamping or printing the word "cancelled" in bold letters.	May be destroyed after the expiry of three years from the date on which they are surrendered, under the authority of a resolution of the Board and in the presence of a person duly appointed by the Board in this behalf.	Rule 7(3) of the Companies(Share Capital and Debentures) Rules, 2014.

VIII. The Board of Directors of the Company shall make updation and amendments in the policy as may be required from time to time.

The Policy for determining material subsidiaries is to be disclosed to the Stock Exchanges and in the Annual Report of the Company, as per the provisions of laws in force. The policy shall also be uploaded on the website of the Company at <https://texmopipe.com>.

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