

POLICY ON PRESERVATION OF DOCUMENTS

1. LEGAL FRAMEWORK

Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”) imposed certain obligations and disclosure requirements on all listed entities, one of the common obligations for all listed entities pursuant to **Regulation 9** being to formulate and put in place a policy for preservation of documents.

The Board of Directors of **Melstar Information Technologies Limited** (“the Company”) is required to formulate a policy for “Preservation of Documents” to comply with the requirements of **Regulation 9** of the Listing Regulations.

EFFECTIVE DATE

This Policy is effective from **01.12.2015**.

2. DEFINITIONS

A. “Board of Directors” or “Board”

Board of Directors or Board shall mean the Board of Directors of Melstar Information Technologies Limited as constituted from time to time.

B. “Company”

Company shall mean “**Melstar Information Technologies Limited**”.

C. “Documents”

Documents shall mean all papers, records, files, books, tapes, CDs, DVDs, electronic storage devices etc., and the like as required to be maintained under any law or regulation for the time being in force.

D. “Listing Regulations”

Listing Regulations shall mean Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”).

3. 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 **8 (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 **8(Eight) years**. Provided further that the Company may keep the documents as specified above in an electronic mode.

4. 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.

5. 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.

6. 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.

7. 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 whose preservation shall be Permanent in nature

| Sr. No. | Nature of Document(s) |
|----------------|--|
| 01 | Registration Certificates |
| 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 | Investment Documents/proofs including certificates etc |
| 11 | Any other document 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 8(Eight) years after completion of the relevant transactions

| Sr. 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 | Films, Videos, CDs, DVDs, tapes etc |
| 08 | Any other document as may be required to maintain in terms of applicable law(s), maintained and preserved from time to time. |