



**RELIANCE
CHEMOTEX**
INDUSTRIES LIMITED

PRESERVATION OF DOCUMENT POLICY

Version Control		
Sl. No.	Approving Authority	Date of Approval / Amendment
1.	Board of Directors	February 05, 2016
2.	Board of Directors	August 14, 2024

PRESERVATION OF DOCUMENT POLICY

1. LEGAL FRAMEWORK

The 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 Reliance Chemotex Industries Limited (“**Company**”) is required to formulate a policy for “Preservation of Documents” (“**Policy**”) to comply with the requirements of Regulation 9 of the Listing Regulations.

2. DEFINITIONS

“**Board of Directors**” or “**Board**” shall mean the Board of Directors of the Company, as constituted from time to time.

“**Company**” shall mean Reliance Chemotex Industries Limited.

“**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.

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

3. CLASSIFICATION OF DOCUMENTS

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 in point A and B in an electronic mode.

4. AUTHORITY TO MAKE ALTERATION TO THE POLICY

Any director of the Company or the Company Secretary is authorized to make such alteration to this policy as considered appropriate, however, subject to the condition that such alteration shall be in consonance with the provisions of the Act and Regulations.

5. DESTRUCTION OF RECORDS

The records/ documents preserved shall be reviewed every year or according to the need of the respective departments and actions that are needed to be taken to destroy the records which are due for disposal.

6. SUSPENSION OF RECORDS DISPOSAL IN THE EVENT OF LITIGATION/CLAIMS

In the event the Company is served with any Notice for documents from any of the Statutory Authorities or any Litigation is commenced by or against the Company, then the disposal of documents which are subject matter of Notice/Litigation, etc. shall be suspended till such time the matter is settled or resolved or disposed off. The company secretary shall immediately inform all Employees of the Company for suspension of further disposal of Documents.

7. MODE OF PRESERVATION

Records/documents may be preserved either physically or in electronic form.

8. POLICY REVIEW

This Policy is framed based on the requirements of Regulation 9 of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015. The Board of Directors may subject to applicable laws amend/substitute any provision(s) with a new provision(s) or replace this Policy entirely with a new policy.

In case of any subsequent changes in the Companies Act, 2013 ('the Act') or Regulations, which makes any of the provisions in the Policy inconsistent with the Act or Regulations, the provisions of the Act or Regulations would prevail over the Policy and the provisions in the Policy would be modified in due course to make it consistent with law.

9. DISCLOSURE

This Policy will be hosted on the Company's website at www.reliancechemotex.com

Annexure 1

Documents whose preservation shall be permanent in nature

1. Registration Certificate
2. Memorandum and Articles of the Company
3. Affidavit from the subscribers to the memorandum and from person named as the first directors
4. Statutory Registers required under applicable laws
5. Audited financial statements
6. Minutes of Board/General/Committee Meetings
7. Material Agreement/Contract
8. Order issued by Courts/Statutory Bodies
9. 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 relevant transaction

1. Books of Accounts
2. Annual Return(s)
3. Personnel Documents
4. Insurance Policies/Claims under various
5. All notices pertaining to disclosure of interest of directors
6. Correspondence with Department/Shareholders
7. Non-Statutory Registers/Documents
8. Certificates surrendered to a Company
9. Instrument creating a charge or modification
10. Films, Video, CDs, DVDs, etc
11. Any other documents as may be required to maintain permanently in terms of applicable law(s), maintained and preserved from time to time
