

# **POLICY FOR PRESERVATION OF DOCUMENTS**

## **1. GENERAL:**

This Policy is primarily framed based on Regulation 9 of the Securities and Exchange Board of India ( Listing Obligations and Disclosure Requirements) Regulations, 2015 (hereinafter referred as “Listing Regulations”) and various provisions of the Companies Act, 2013.

Regulation 9 of the Listing Regulations mandates that a listed entity shall have a policy for preservation of documents approved by the Board of Directors, reclassifying them into 2 categories as mentioned below:

- a) Documents whose preservation shall be permanent in nature
- b) Documents with preservation period of not less than eight years after completion of the relevant transactions.

Provided that the listed entity may keep documents specified in clause (a) and (b) in electronic mode.

Besides the above, as per applicable provisions of the Companies Act, 2013 certain documents are to be preserved permanently or up to a certain prescribed time.

Accordingly, this policy has been framed, keeping in view particularly the requirement of the Listing Regulations and provisions of the Companies Act, 2013.

## **2. OBJECTIVE:**

The Primary objective of this policy is to determine the period for preservation of Records/ Documents of the company based on their respective Statutory requirements.

## **3. DEFINATIONS:**

In this Policy, unless the context otherwise requires:

- a) “Act” means the Companies Act, 2013 and rules made there under, as amended from time to time.
- b) “Listing Regulations” shall mean the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirement) Regulations, 2015, as may be amended from time to time.
- c) “Company means **QUANTUM BUILD-TECH LIMITED**
- d) “Document” includes all summons, notices, requisitions, orders, declarations, forms and registers, agreements and memorandum of understanding, papers, certificates, records, contracts, files, books, letters, tapes, CDs, DVDs, electronic storage devices, etc., whether issued, sent or kept in pursuance of this Act or under any other law for the time being in force or otherwise, maintained on paper or in electronic form
- e) “Key Managerial Personnel” or “KMP” shall have the same meaning described to it under the Act
- f) “Board or “Board of Directors” shall mean the Board of Directors (including the Board Committees) of the company, as may be reconstituted from time to time.
- g) “Financial Year” shall have the same meaning described to it under the Act.

- h) “Electronic Form” with reference to the information means any information generated, sent, received or stored in media, magnetic, optical, computer memory, micro film, computer generated micro fiche or similar devices.

**4. SCOPE:**

These guidelines will be valid for determining the preservation period for all the documents, in electronic or physical form and will be applicable to all the locations of the company.

**5. PRESERVATION POLICY:**

The following documents required to be prepared and maintained under the Companies Act, 2013 and SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015 shall be preserved for such period as mentioned against each item in the table.

**Annexure 1** of this policy contain the details of Documents whose preservation shall be permanent in nature, subject to the modifications, amendments, additions or deletions or any changes made therein from time to time. Provided that the Company shall also preserve all such modifications, amendments, additions or deletions in the Documents permanently.

**Annexure 2** of this policy contain the details of documents whose preservation shall be temporary in nature and shall be maintained in the following manner:

- All such documents having preservation period of 8 (eight) years or period as per applicable laws, shall be preserved for such period as prescribed under the applicable laws but not less than 8 (eight) years.
- All other documents for which the period of preservation is not prescribed under any laws shall be preserved for a minimum period of 8 (eight) years or any such specific period as the Company deems necessary, as may be mentioned against each item.

**6. MODE OF PRESERVATION:**

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

**7. DOCUMENTS TO BE MADE AVAILABLE ON THE WEBSITE OF THE COMPANY AS REQUIRED BY THE COMPANIES ACT, 2013 AND THE LISTING REGULATIONS.**

The documents, policies, standards, certificates and other such disclosures as may be required under the Companies Act and / or LODR shall be uploaded on the website of the Company in appropriate corners and shall be updated periodically as required by the governing Regulation for the same.

## **8. DISPOSAL OF DOCUMENTS:**

The documents mentioned above may be destroyed in accordance with the provisions contained in the Act and the SEBI Laws, after approval of the Board.

## **9. DISCLOSURE:**

This Policy shall be placed on the website of the Company.

## **10. REVIEW:**

The policy has been approved by the Board of Directors of the Company. The Board, however, may review this policy as and when it deems appropriate. This policy is being formulated keeping in mind the applicable laws, rules, regulations and standards in India. If there is an amendment in such laws, rules, regulations and standards, allowing standards, then this Policy shall be deemed to have been amended to the extent of such amendment. Also, if due to subsequent amendment in the laws, this Policy or any part hereof becomes inconsistent with the law, the provisions of law shall prevail, and this Policy shall be deemed to be amended to that extent.

### **ANNEXURE-1**

### **DOCUMENTS WHOSE PRESERVATION SHALL BE PERMANENT IN NATURE**

<b>Sr.No</b>	<b>Particulars</b>
1.	Documents and information filed with ROC for Incorporation of the Company
2.	Common seal, certificate of incorporation and certificate of change of name, if any)
3.	Certificate for commencement of business, if any
4.	Memorandum of Association and Articles of Association as amended from time to time
5.	Agreements made by the Company with the Stock Exchanges and Depositories, etc.
6.	Minutes Books of General Meetings, Board and Committee Meetings as per Companies Act, 2013 and the Regulation
7.	Licenses , Certificate and permissions obtained from any statutory authority
8.	Order from Courts and any other regulatory authorities
9.	Statutory registers required to be maintained under various applicable laws
10.	Files relating to premises for instance Title Deeds/Lease Deeds of owned premises/land and building, etc. and related Ledger / Register
11.	Policies of the Company framed under the Companies Act, 2013 and various regulations from time to time.
12.	Any other documents as may be required to be maintained in terms of applicable law and preserved from time to time

**ANNEXURE-2**

**DOCUMENTS WHOSE PRESERVATION IS NOT PERMANENT IN NATURE**

<b>Sr.No</b>	<b>Particulars</b>	<b>Preservation Period</b>
1.	Annual Returns	8 Years from the filling with MCA
2.	Attendance Register of Board/ General Meeting	8 Years
3.	Notices of General Meetings/ other such meetings and supporting documents all other	8 Years from the date of meeting
4.	Employee Information records	8 Years from date of meeting
5.	Disclosure of interest by the Directors	8 Years
6.	Instruments Creating a Charge or modification	8 Years
7.	Books of Accounts and Financial Statements	8 Years
8.	Any other important document	8 Years
9.	Scrutinizers Report	8 Years
10.	Income Tax Papers	8 Years from the end of Financial Year Or Completion of assessment under income tax, whichever is later