

# **GODAVARI BIOREFINERIES LIMITED**



## **POLICY ON PRESERVATION AND ARCHIVAL OF DOCUMENTS**

## POLICY ON PRESERVATION OF DOCUMENTS

### 1. Preamble

This Policy on Preservation and Archival of Documents is framed by Godavari Biorefineries Limited in compliance of Regulations 9 and 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended from time to time.

### 2. Object

The Company recognises that documents whether in physical or electronic mode, forms an important and integral part of the Company's records. The preservation of Documents is important in order to ensure immediate access to the records, its retrieval and authentication.

### 3. Applicability

This Policy applies to all documents & records maintained by the Company in physical form or electronically stored in computer or in any other electronic devices or transcribed information of any type whether expressed in ordinary or machine language at all locations of the Company in or outside India.

### 4. Definitions

- a) **"Act"** means the Companies Act 2013, as amended from time to time.
- b) **"Applicable laws"** means securities laws defined under Regulation 2(1)(zf) of the SEBI Listing Regulations and other laws and statutes applicable to the Company, mandating preservation of documents.
- c) **"Board of Directors"** or **"Board"** means the Board of Directors of Godavari Biorefineries Limited, as constituted from time to time.
- d) **"Company"** means Godavari Biorefineries Limited.
- e) **"Document/s"** includes summons, notice, requisition, order, declaration, form and register, whether issued, sent or kept in pursuance of the Act or under any other law for the time being in force or otherwise, maintained on physical or in electronic form;
- f) **"Policy"** shall mean Policy on Preservation of Documents, as amended from time to time.
- g) Any other term not defined herein shall have the same meaning as defined in the Companies Act, 2013, SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 or any other applicable law or regulation, amended from time to time.

## **5. Preservation of Documents & Records**

The Policy classifies the documents & records in the following two categories:

- i. Documents & records, Illustrative list mentioned in Annexure A, whose preservation shall be permanent in nature;

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

- ii. Documents & records, Illustrative list mentioned in Annexure B, which need to be preserved for not less than eight years after completion of the relevant transaction(s):

## **6. Information / Documents on the Website of the Company**

The information and/or documents uploaded on the website of the Company i.e. [www.godavaribiorefineries.com](http://www.godavaribiorefineries.com) shall be maintained for a period of five years from the date of upload.

Thereafter, the information and/or documents can be removed from the website.

The backup of the information and /or documents which are removed from website may be preserved for a period of 1 year and thereafter can be deleted/disposed-off permanently from the server.

## **7. Modes of Preservation**

- The Documents may be preserved either in physical form or electronic form.
- The officer(s) of the Company who is/are generally expected to observe the compliance of requirements of applicable law shall be the person(s) responsible to preserve the Documents (authorized person). This is more particularly as set out in the guidance manual.
- The preservation of Documents should be in such a manner to ensure that there is no tampering, alteration, destruction or anything which endangers the content, authenticity, utility or accessibility of the Documents.
- The preserved Documents must be accessible at all reasonable times. Access may be controlled by the authorized person for preservation, so as to ensure integrity and confidentiality of the Documents and prohibit unauthorised access.

- The Company shall make appropriate provisions for back up of all Documents preserved both physically and electronically.

## **8. Disposal of Documents & Records**

After expiry of minimum period as mentioned in Clause 5 and 6 of this Policy, the same may be disposed-off by the respective function/department. The respective owner responsible for destruction shall ensure that documents & records are disposed-off in an effective manner that leaves no possibility for reconstruction of the records and information contained therein.

Appropriate methods for destroying/disposing of paper records viz. incinerating, shredding, pulping etc. be used. Electronic data contained on servers and hard drives shall be deleted and overwritten.

The documents/records/information which require prior approval of Board or any authority under the Act or SEBI Regulations or any other law, for time being in force, for their disposal, shall not be disposed-off until such prior approval has been obtained from such authority or Board.

## **9. Policy Review**

The policy shall be periodically reviewed and brought in conformity with statutory and regulatory requirements, as and when required.

This Policy has been approved at the Meeting of the Board of Directors held on September 08, 2021

## **10. Interpretation**

In any circumstance where the provisions of this Policy differ from any existing or newly enacted law, rule, regulation or standard governing the Company, the relevant law, rule, regulation or standard will take precedence over this Policy until such time as this Policy is changed to conform to the said law, rule, regulation or standard.

## **11. Disclosure**

The Policy is disclosed on Company's website i.e. [www.godavaribiorefineries.com](http://www.godavaribiorefineries.com)

*Illustrative list of documents & records whose preservation shall be permanent in nature*

1. Memorandum of Association and Articles of Association;
2. Certificate of Incorporation;
3. Minutes Books of Board Meetings, General Meetings and Committees' Meetings;
4. Statutory Registers, maintained under the Companies Act, 2013, as amended from time to time;
5. Licenses and key approvals from the Statutory Authorities
6. Annual Reports;
7. Policies, Charters and Codes of the Company;
8. Property documents owned by Company;
9. Orders passed by any Court or Tribunal or any Authority or Judgment which are final in nature and cannot be superseded;
10. Copyrights, Trademarks, Industrial designs and Patents etc., if any, owned by Company;
11. All other documents which are required to be preserved permanently in accordance with the provisions of applicable Act, rules, regulations, guidelines, circulars, and notifications etc. as may be applicable to the Company from time to time.

All modifications, amendments, additions, deletions to the above documents shall also be preserved permanently by the Company.

## **Annexure B**

### ***Illustrative list of documents & records to be preserved for not less than eight years after completion of the relevant transaction(s):***

1. Books of accounts and tax records viz. documents concerning tax assessment, tax filings, tax returns, proof of deductions, appeal preferred against any claim made by the relevant tax Authorities, shall be maintained for a period of 8 (eight) years from end of the relevant assessment year or till the disposal of the appeal against any demand by the highest authority, whichever is later;
2. Attendance Registers, Notices, Scrutinizer's Report, Agenda, Notes to Agenda and other related papers of General Meetings, Board Meetings and various Committee Meetings;
3. Disclosures of Interest received from Directors;
4. Copy of filings and returns that are not permanent in nature, under the provisions of the Companies Act 2013 / SEBI Regulations / other laws;
5. Employment / Personnel record in case of employees of the Company;
6. All Press Releases and publicly filed documents;
7. Legal Memoranda and Opinions;
8. All contracts shall be retained for a period of 8 (eight) Years after the expiry of the term of the contract unless such contract has been a subject matter of dispute in which case the contract and all other related communications/documents shall be preserved for a period of 8 (eight) years after such dispute has been finally adjudicated and the order / judgment cannot be superseded or has not been appealed against within the limitation period;
9. In case any document is required for the purpose of any legal dispute, litigation, proceedings etc. such records shall not be disposed-off and shall be maintained for a minimum period of 8 years from the date of final conclusion of such legal dispute, litigation or proceedings etc;
10. All other documents which are required to be preserved for not less than 8 years in accordance with the provisions of applicable Act, rules, regulations, guidelines, circulars, and notifications etc. as may be applicable to the Company from time to time.