

**POLICY FOR PRESERVATION OF DOCUMENTS
(INCLUDING ARCHIVAL POLICY)**

**INFORMED TECHNOLOGIES INDIA LIMITED
(W.E.F. DECEMBER 01, 2015)**

POLICY FOR PRESERVATION OF DOCUMENTS
(Including Archival Policy)
(With Effect from December 01, 2015)

1. Preface

The Board of Directors (**the “Board”**) of **Informed Technologies India Limited (the “Company”)** has adopted the following Policy (“The Policy”) of the Company in its meeting held on November 04, 2015, for preservation of Documents /Records maintained by the Company either in Physical Mode or Electronic Mode (hereinafter referred to as “the Documents”). This Policy has been formulated in accordance with the Regulation 9 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015(Listing Regulations).

2. Purpose of the Policy

The purpose of this Policy is to ensure that all the necessary documents and records of the Company are adequately protected and preserved as per the statutory requirements and to ensure that the records of the Company which are no longer needed or are of no value are discarded after following the due process for discarding the same. This Policy is also for the purpose of aiding employees of the Company in understanding their obligations in retaining and preserving the documents and records which are required to be maintained as per the applicable statutory and regulatory requirements.

3. Administration

The documents preservation schedule is attached as **Appendix-A**. The Company may preserve the Documents in electronic mode. The Compliance Officer of the Company (the “Administrator”) shall be in-charge of administration of this Policy and the implementation process and procedures to ensure that Documents Preservation Schedule is followed. The Administrator is also authorized to make modifications to the Documents Preservation Schedule from time to time to ensure that it is in compliance with local, State and Central Laws and monitor compliance with this Policy.

4. Procedure for disposal of Documents

The Documents of the Company which are no longer required as per the time schedule prescribed in **Appendix-A** may be destroyed. The Administrator may direct Employees in-charge, from time to time, to destroy the Documents which are no longer required as per the Documents Preservation Schedule given under **Appendix-A**. The details of the Documents destroyed by the Company shall be recorded in the Register for Disposal of Records to be kept by Employees who are disposing of the Documents in the format prescribed at **Appendix-B**.

5. Suspension of Documents disposal in the event of Litigation or 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 of. The

Administrator shall immediately inform all Employees of the Company for suspension of further disposal of Documents.

6. Communication of this Policy

Upon adoption of this policy by the Board of Directors of the Company, a copy of this Policy shall be **handed** over within one month to all existing employees and Directors of the Company. This Policy shall also be posted on the web-site of the Company.

7. POLICY REVIEW

The board may review and amend this policy from time to time to comply with any regulatory amendments or statutory modifications. This policy is made available on the website of the Company www.informed-tech.com.

Gautam Khandelwal

Chairman

DIN: 00270717

Mumbai, Date: November 04, 2015

APPENDIX-A

DOCUMENTS PRESERVATION SCHEDULE

The Documents Preservation Schedule is organized as follows:

| A. Corporate Records | | |
|----------------------|--|---------------------------------------|
| Sr. No. | Record Type | Preservation period |
| 1. | Memorandum and Article of Association | Permanent |
| 2. | Minutes Books of Board, Committees and General Meetings | Permanent |
| 3. | Statutory Registers i.e., Register of members / debenture holders, Register of Charges etc. | Permanent |
| 4. | Licenses and Permissions | Permanent |
| 5. | Statutory Forms except for routine compliance | Permanent |
| 6. | Scrutinizers Reports | Permanent |
| 7. | Index of Members | Permanent |
| 8. | Annual Returns | 8 years from the filing with ROC/ MCA |
| 9. | Attendance Registers for Meetings | 8 Years |
| 10. | Office copies of Notice of General Meetings and related papers | 8 Years |
| 11. | Office copies of Notice, Agenda, Notes on Agenda and other related papers of Board Meetings / Committee Meetings | 8 Years |

| B. Accounts and Finance | | |
|-------------------------|---|---|
| Sr. No. | Record Type | Preservation period |
| 1. | Annual Audit Reports and Financial Statements | Permanent |
| 2. | Annual Plans and Budgets (if any) | 8 years |
| 3. | Books of Accounts, Ledgers and Vouchers | 8 years from the end of Financial Year or after completion of assessment under applicable law, whichever is later |
| 4. | Bank Statements | 8 Years |
| 5. | Investment Records | 8 Years |
| 6. | General Correspondence | 2 Years |

| C. Tax Records | | |
|----------------|-------------------------------------|--|
| Sr. No. | Record Type | Preservation period |
| 1. | Tax Exemption and Related documents | 8 Years after the expiry of the period the exemption is valid |
| 2. | Payment challans | 8 Years |
| 3. | Excise Records | 8 years from the end of the Financial Year or after completion of assessment under the applicable law, whichever is later. |
| 4. | Tax Deducted at Source Records | 8 years from the end of Financial Year or after completion of assessment under |

| | | |
|----|---------------------|--|
| | | the applicable law, whichever is later. |
| 5. | Income Tax Records | 8 years from the end of Financial Year or after completion of assessment under applicable law, whichever is later. |
| 6. | Service Tax Records | 8 years from the end of Financial Year or after completion of assessment under applicable law, whichever is later. |

| D. Legal Files and Records | | |
|-----------------------------------|--|--|
| Sr. No. | Record Type | Preservation period |
| 1. | Court Orders | Permanent |
| 2. | Contracts, Agreements and Related correspondence (including any proposal that resulted in the contract and other supportive documentation) | 8 years after termination or expiration of contracts |
| Miscellaneous | | |
| 3. | Legal Memoranda and Opinions including subject matter files | 3 years after the close of matter |
| 4. | Litigation files | 3 year after close of the Litigations |
| 5. | Notice for documents from statutory authority or any litigation commenced by or against the Company | 3 years after the matter is settled or resolved or disposed off. |

| E. Property Records | | |
|----------------------------|---|----------------------------|
| Sr. No. | Record Type | Preservation period |
| 1. | Original Purchase and Sale Agreements / Deeds | Permanent |
| 2. | Property Card, Ownership records issued by Government Authority | Permanent |

| F. Project | | |
|-------------------|--|--|
| Sr. No. | Record Type | Preservation period |
| 1. | Project Documents and Related correspondence (including any proposal of the Project & its approval) | 8 years from the date of completion of the project |

| G. Correspondence and Internal Memo | | |
|--|--|----------------------------|
| Sr. No. | Record Type | Preservation period |
| 1. | Those pertaining to non-routine matters or having significant lasting consequences | 8 Years |
| 2. | Correspondence and memoranda pertaining to routine matters and having no significant impact, lasting consequences e.g. <ul style="list-style-type: none"> • Routine letters, notes that require no acknowledgement or follow-up such as inter office memo, letters for transmittal and plans for Meetings; • Letters of general enquiry and replies that complete cycle of correspondence; • Other letters of inconsequential subject matter or that definitely close correspondence to which no further reference will be necessary. | 2 years |

| H. Insurance Records | | |
|-----------------------------|---|--|
| Sr. No. | Record Type | Preservation period |
| 1. | Master Policies and related documents | Permanent |
| 2. | Insurance Policies for moveable / immoveable assets, vehicles, etc. | 2 years from the date of expiry. However, in case of any claims pending in respect of such policies, the same shall be preserved till the settlement of such claims. |
| 3. | Inspection / Survey Reports | 2 years |
| 4. | Claim Records | 12 months after settlement of the claims. |

| I. Personnel Records | | |
|-----------------------------|---|--|
| Sr. No. | Record Type | Preservation period |
| 1. | Bonus, Gratuity and other Statutory Records | 8 Years or as mandated by the Labor Laws/ respective Acts. |
| 2. | Payroll Registers | 8 Years |
| 3. | Time office Records and Leave Cards | 8 Years |
| 4. | Unclaimed Wages Records | 8 Years |
| 5. | Employees Information Records. | 8 years after separation |

| J. Electronic Records | | |
|------------------------------|---|-----------|
| Sr. No. | Records Type and Retention Period | |
| 1. | Electronic Mail : | |
| | All E-mails from internal and external sources that are important and have significant impact and lasting consequences. | Permanent |
| | All E-mails from internal and external sources that are not important and have no significant impact and lasting consequences. | 2 Years |
| | <ul style="list-style-type: none"> Staff will not store or transfer the Company related emails on non-work related computers except as necessary or appropriate with due approvals from the Central IT team and the respective head. Staff will take care not to send confidential / proprietary information to outside sources. Any e-mail that the staff deemed vital to the performance of their job should be copied to the staff's specific folder and/or printed and stored in the employee's workplace. | |
| 2. | Electronic Documents including PDF files | |
| | <ul style="list-style-type: none"> PDF documents – Can be a maximum period of 5 years. But the said document may be destroyed depending upon the completion of the job or its use coming to an end. Text/ Formatted files: All word / excel / Power point files may be deleted once every year depending on the importance or lack of it. | |
| 3. | Web page files | |
| | <ul style="list-style-type: none"> To be retained for a period of 5 years as specified in the Listing Regulations. To be archived by the I.T. Department with the support of the service provider for a period of 3 years after the initial period of five years of live page. | |

