

## **POLICY FOR PRESERVATION OF DOCUMENTS**

### **1. Preface**

The Board of Directors (the “Board”) of **GTV Engineering Limited** (the “Company”) has approved the following Policy (“The Policy”) of the Company 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 specify the type of document(s) and time period for preservation thereof based on the classification mentioned under Regulation 9 of Listing Regulations, 2015.

### **3. Time period for Preservation**

The company shall maintain and preserve documents as described below:

- A. The documents which shall be maintained and preserved permanently by the company subject to the modifications, amendments, addition or deletion from time to time is attached as **Annexure-I**.
  
- B. The documents which shall be maintained and preserved by the company for the term not less than eight years after the completion of the relevant transactions subject to the modifications, amendments, addition or deletion from time to time is attached as **Annexure-II**.

### **4. Procedure for disposal of Documents**

The documents of the Company as mentioned in Annexure-I which are no longer required can be destroyed under the supervision of authorized persons. The documents of the company as mentioned in Annexure-II will be recorded and maintained in Register for disposal of records as and when disposed by the Company.

### **5. Communication of this Policy**

Copy of this policy duly approved shall be placed before the Board and circulated among all the Director of the Company for their necessary action. The new employees shall be informed about the policy by the Human Resource and Administration department. This policy as amended from time to time shall be made available at the Web site of the Company.

## 6. Amendment

Any change in the Policy shall be approved by the Board of Directors of the Company. The Board of Directors shall have the right to withdraw and / or amend any part of this Policy or the entire Policy, at any time, as it deems fit, or from time to time, and the decision of the Board in this respect shall be final and binding.

### Annexure-I:

#### Documents whose preservation shall be permanent in nature:

S.N o	Nature of Document(s)
01	All documents and Information originally filed with ROC for Incorporation of Company
02	Memorandum of Association and Articles of Association as originally filed and updated from time to time
03	Register of Members
04	Index of Members
05	Minutes of General Meeting
06	Minutes of Board Meeting
07	Minutes of various Committee Meetings
08	Any other document as may be required to maintain in terms of applicable law(s), maintained and preserved from time to time.
09	Tax Bills, receipts and payments
10	Tax exemption and related documents
11	Insurance Policies
12.	Government Licenses and permissions
13.	Payroll register
14.	Bonus, gratuity and other statutory records
15.	Original purchase, sale and lease agreement

### Annexure-II:

#### Documents with preservation period of not less than eight years after completion of the relevant transactions:

S.N o	Nature of Document(s)

01	Annual Returns
02	Board Agenda and Supporting documents.
03	Attendance Register
04	Copies of notices of general meetings and board meetings
05	Books of Accounts, ledger and vouchers
06	Bank Statements
07	Investment records
08	Excise and tax deducted at source records
09	Income Tax papers and Service tax papers