

**POLICY FOR PRESERVATION OF DOCUMENTS  
&  
ARCHIVAL OF DOCUMENTS  
[PERTAINING TO EVENTS/INFORMATION  
DISCLOSED TO STOCK EXCHANGE]  
IN WEBSITE**

[Framed under Regulation 9 & 30 (8) of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015]

**TRIVENI GLASS LIMITED**

## TRIVENI GLASS LIMITED

### POLICY FOR PRESERVATION OF DOCUMENTS & ARCHIVAL OF DOCUMENTS [PERTAINING TO EVENTS OR INFORMATION DISCLOSED TO STOCK EXCHANGE] IN WEBSITE

#### INDEX

<b>Sl.No.</b>	<b>Particular</b>	<b>Page</b>
I	Preface	3
1	Definitions	4
2	Purpose & Scope	4
3	Classification of documents to be	4
4	Periodical Review of the Policy by the Board of Directors	5
5	Suspension of Record Disposal in the event of Litigation or Claims	5
6	Register of documents destroyed	5
7	Policy Review	5
8	Policy Severable	6
II	Archival of Documents [pertaining to events or information disclosed to stock exchange] in	6
-	Annexure	7

## TRIVENI GLASS LIMITED

### PREFACE

- SEBI vide Notification dated September 2, 2015 has notified Securities and Exchange Board of India (Listing Obligations & Disclosure Requirements) Regulations, 2015. These regulations shall come into force on the 90th Day from the date of their publication in the Official Gazette ,i.e. December 1, 2015 [except Regulation 23 (4) and 31A which shall come into force with immediate effect i.e. September 2, 2015 (date of notification)].

- Regulation 9 of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015, provides that

The listed entity shall have a policy for preservation of documents, approved by its board of directors, classifying them in at least two categories as follows-

- (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 clauses (a) and (b) in electronic mode.

- Regulation 30 (8) of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015, provides that:

The listed entity shall disclose on its website all such events or information which has been disclosed to stock exchange(s) under this regulation, and such disclosures shall be hosted on the website of the listed entity for a minimum period of five years and thereafter as per the archival policy of the listed entity, as disclosed on its website.

- Pursuant to these Regulations, Triveni Glass Limited [“the Company”] has a strategic objective of ensuring that significant documents as specified in this Policy are safeguarded and preserved to ensure longevity of such documents.

- Therefore, to ensure compliance with the aforesaid Regulations, the Company hereby frames the Policy for Preservation of Documents & Archival of Documents pertaining to events/information disclosed to stock exchange in its website, which is mentioned below:

**POLICY FOR PRESERVATION OF DOCUMENTS**  
**[Framed under Regulation 9 of Chapter III of SEBI**  
**(Listing Obligations & Disclosure Requirements) Regulations, 2015]**

**1. Definitions**

In this Policy, unless the context otherwise requires: -

“Company” means Triveni Glass Limited.

“Regulations” means Securities and Exchange Board of India (Listing Obligations & Disclosure Requirements) Regulations, 2015.

Words and expressions used in this Policy but not defined shall have the meaning as given in the SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015.

- Any subsequent modification and/or amendments brought about by SEBI in the SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015 shall automatically apply to this Policy.

**2. Purpose and Scope**

The purpose of this document is to present a high level policy statement for Triveni Glass Limited (“the Company”) regarding preservation of its documents in accordance with all the statutory and regulatory provisions applicable to the Company including the Companies Act, 2013 and SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“LODR”).

This policy would contain guidelines on how to identify documents that need to be maintained, how long certain documents should be retained, and how and when those documents should be disposed of, if no longer needed pursuant to the applicable statutory and regulatory provisions.

**3. Classification of Documents to be preserved / retained**

The Board of Directors has classified the documents to be retained and preserved in two categories which are mentioned below:

- 1) Documents whose preservation shall be permanent in nature –
  - as prescribed under Companies Act, 2013 & Rules made there under.
- 2) Documents with preservation period of not less than 8 years after completion of relevant transactions-
  - as prescribed under Companies Act, 2013 & Rules made there under.

Income Tax, Sales Tax, Central Excise and Service Tax related documents, i.e., Assessment Orders, Tax Bills, Receipts, Statements, Returns, Notices, etc shall be preserved for a period of 8 years as required under the applicable laws.

Details pertaining to the list of documents to be preserved under the abovementioned applicable laws and regulations have been provided to the respective departments to ensure safe record keeping and compliance of the applicable laws and regulations.

#### **4. Periodical Review of the Policy by the Board of Directors**

This policy shall be reviewed periodically by the Board and amendments effected subject to approval of the Board if and when practical difficulties are encountered. The Board may also review this policy on document retention to comply with any local, state, and central legislation that may be promulgated from time to time.

#### **5. Suspension of Record Disposal in the event of Litigation or Claims**

In case the Company is served with any notice for request of documents or a governmental investigation or audit concerning the Company or commencement of any litigation against the Company, then disposal of documents shall be suspended until such time as the Top Management with the due advice from the legal counsel determine otherwise. Such documents shall be preserved until the completion of the judicial proceedings.

#### **6. Register of Documents destroyed**

The company shall maintain a register in the form set out in the **Annexure** enclosed hereto wherein it shall enter brief particulars of the documents destroyed and all entries made therein shall be authenticated by the Company Secretary or such other persons as may be authorized by the Board for the purpose.

#### **7. Policy Review**

This Policy is framed based on the requirements of Regulation 9 of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015.

In case of any subsequent changes in the Companies Act , 2013 or Regulations which makes any of the provisions in the Policy inconsistent with the 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.

This Policy shall be reviewed by the Board of Directors as and when any changes are to be incorporated in the Policy due to change in regulations or as may be felt appropriate by the Board. Any changes or modification on the Policy would be approved by the Board of Directors.

#### **8. Policy Severable**

This Policy along with Annexure constitutes the entire document in relation to its subject matter. In the event that any term, condition or provision of this Policy is being held to be in violation of any applicable law, statute or regulation, the same shall be severable from the rest of this Policy and shall be of no force and effect, and this Policy shall remain in full force and effect as if such term, condition or provision had not originally been contained in this Policy.

#### **I. ARCHIVAL OF DOCUMENTS [PERTAINING TO EVENTS OR INFORMATION DISCLOSED TO STOCK EXCHANGE] IN WEBSITE**

**[Framed under Regulation 30 of Chapter IV of SEBI (Listing Obligations & Disclosure**

**Requirements) Regulations, 2015]**

- ✧ The Company shall disclose on its website all such events or information which has been disclosed to stock exchange(s) under Regulation 30 of Chapter IV of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015 ,and such disclosures shall be hosted on the website of the Company for a minimum period of five years.
- ✧ The Company shall disseminate the information specified in Regulation 46 of Chapter IV of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015 on its website.

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**Annexure**

**REGISTER OF DOCUMENTS DESTROYED**

<b>SN</b>	<b>Section/Rules in Companies Act, 2013</b>	<b>Description of document destroyed</b>	<b>Time upto which document was preserved</b>	<b>Date of Destruction</b>	<b>Mode of destruction</b>	<b>Initials of Company Secretary or other authorized person</b>