



रेलटेल कार्पोरेशन ऑफ इंडिया लिमिटेड

RailTel Corporation of India Ltd.

Policy for preservation of Documents

{Pursuant to Regulation 9 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015}

POLICY FOR PRESERVATION OF DOCUMENTS

1. Background

As per Regulation 9 of Securities and Exchange Board of India ("**SEBI**") (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended from time to time ("**Listing Regulations**"), every listed entity shall have a policy for preservation of documents ("**Policy**"), approved by its Board of Directors, classifying them into atleast two categories i.e.

- (i) Documents whose preservation shall be permanent in nature.; and
- (ii) Documents with preservation period of not less than eight (8) years after completion of the relevant transactions.

In accordance with the Regulation 9 of the Listing Regulations, the Company has framed a Policy for Preservation of Documents. The Board of Directors of RailTel Corporation of India Limited (the "**Company**"), at its meeting held on 22/12/2020 approved this Policy. This Policy will be effective from 22/12/2020.

2. Applicability

This Policy shall be applicable to all documents of the Company maintained at the Registered & Corporate Office including Territory Office, Regional Offices etc., which are required to be maintained as per the statutory requirements of the Companies Act, 2013 and Listing Regulations.

3. Custody of Documents

All documents shall be under the custody of concerned functional head(s). The respective Functional/ Department Heads of the Company shall be responsible for maintenance and preservation of documents in terms of this policy, in respect of the areas of operations falling under their respective charge.

4. Preservation of documents

The Company shall preserve all its documents as per the requirements and provisions of the Companies Act, 2013 and the rules made thereunder, (the "**Companies Act**"), the Listing Regulations and any other laws, rules, regulations as may be applicable to the Company from time to time.

The following documents are to be maintained and preserved permanently by the Company:

- (i) Certificate of Incorporation
- (ii) Memorandum and Articles of Association of the Company;
- (iii) Agreements made by the Company with Stock Exchanges, Depositories, etc.
- (iv) Minutes of General Meetings, Board Meetings and Committees thereof;
- (v) Statutory Registers required to be maintained under the Companies Act, 2013;
- (vi) Any other document, certificates, statutory registers that may be required to be preserved permanently in terms the Companies Act, 2013 or Listing Regulations or any other law in force.

The following documents are to be maintained and preserved for a period not less than eight (8) years after completion of the relevant transactions:

- (i) Annual Financial Statements of the Company;
- (ii) Books of accounts;
- (iii) Board Report;
- (iv) Auditor Report;
- (v) Scrutinizer's Report and other related papers pertaining to Annual General Meeting and Extraordinary General Meeting.
- (vi) Annual returns;
- (vii) Any other document, certificates, statutory registers that may be required to be preserved for a period not less than Eight years after the completion of the relevant transaction in terms of the Companies Act, 2013 or Listing Regulations or any other law in force.

5. Mode of maintenance

The Company shall maintain these records either in physical or electronic mode. The applicable provisions of law, rules and regulations with regard to electronic maintenance of records shall be adhered to. The said records be also maintained in such a manner that their retrieval is easy and quick

All the records shall be maintained as per the prescribed formats, if any, as amended from time to time under the various rules and regulations.

6. Destruction of records

After the expiry of the statutory retention period, the preserved documents may be destroyed. The destruction of documents as a normal administrative practice shall be followed for records which are duplicate/ unimportant or irrelevant.

7. Amendments

This Policy is framed in line with the existing provisions of the Listing Regulations. Any future changes in the Listing Regulations will ipso facto apply to this Policy.

8. Disclosure

The Company shall disclose this Policy on its website.
