



# POLYMAC THERMOFORMERS LIMITED

CIN No L25201WB1999PLC090774

29A, WESTON STREET, 3RD FLOOR, ROOM NO C-5, KOLKATA - 700 012

Ref No: .....

Date: .....

## POLICY ON PRESERVATION OF DOCUMENTS

The Securities and Exchange Board of India (SEBI), vide notification dated 2<sup>nd</sup> September, 2015, issued SEBI(Listing Obligation and Disclosure Requirements) Regulations, 2015. These Regulations would come into force on the nineteenth day from the day of notification, i.e. 1<sup>st</sup> December, 2015.

The Board of directors of Polymac Thermoformers Limited ( the "company") has adopted the following policy with regards to preservation of documents in terms of Regulation 9 of Chapter IV of securities and Exchange Board of India (Listing obligation and Disclosure Requirements ) Regulations, 2015("LODR")

The board may review and amend this policy from time to time.

### DEFINITIONS

"Regulations" means the Securities and Exchange board of India (Listing Obligation and Disclosure Requirements) Regulation, 2015.

"Act" means the SEBI Act, 1992 read with the Securities Contract (Regulation) act, 1956 and Companies Act, 2013.

"Board" means the Board of Directors of the company or its committee.

"Company" means POLYMAC THERMOFORMERS LIMITED.

"Document(s)" means documents as defined in section 2(36) of the Companies Act, 2013.

"Electric form" as defined in section 2(1)(r) of the Information Technology act, 2000, means any information generated, sent, received or stored in media, magnetic, optical, computer memory, micro film, computer generated micro fiche or similar device.

"Electronic record" as defined in section 2(1)(t) of the Information Technology Act, 2000, means data, record or data generated, image or sound stored, received or sent in an electronic form or micro film or computer generated micro fiche.

"Maintenance" means maintaining documents and records either physically or electronically.

"Preservation" means to keep in good order and to prevent from being altered, damaged or destroyed.

All other terms used in this policy have the same meaning as defined in applicable Act, Rules and Regulations.





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## Ref No. **PURPOSE**

Regulation 9 of SEBI (Listing obligation and Discloser Requirements) Regulation, 2015 requires that every listed company shall have a policy for preservation of documents approved by the Board of Directors. Date: .....

As per the said regulations the documents should be classified in at least two categories, namely

- (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.

Accordingly, the policy is framed in the manner prescribed in the Regulations.

The list is appended as Annexure 1

## MAINTENANCE AND PRESERVATION OF RECORDS

As per requirement of the companies Act, 2013 some of the documents are to be preserved permanently. These are some other documents which may be preserved for at least eight years. The company will follow the provision of the applicable law in this respect.

Pursuant to section 120 of the Companies Act, 2013 read with Rule 27 of the companies (Management and Administration) Rules, 2014, company may maintain its records as required to be maintained under the Act or Rules made there under in electronic form.

## APPROVAL OF POLICY AND MODIFICATION THEREOF

Pursuant to Rule 9 of SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015, the policy was approved by the Board of Directors of the company in its meeting held on September 26<sup>th</sup>, 2015.

The Board has the right to modify the policy in line with the requirement of law.

26<sup>th</sup> September 2015



*Suspect Kumar*  
Chairman



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## ANNEXURE-1 Type of Records

Date .....

### 1. Accounting and Finance Records including Annual Financial Statement

Record type	Retention Period
Annual Audit Reports & Financial Statements	Permanent
Annual Audit Records, including work papers and other documents that related to the audit, including detailed file related to annual audit	8 years after completion of Audit
Annual Plans & Budget	3 years after the budget year is closed
Bank Statement	8 years
General ledger	Permanent
Interim Financial Statements	8 Years
Investment Records	Permanent
Voucher(Bank, Cash and Journal)	8 years
Purchase Register along with Bills	8 Years
Sales Register along with Invoices	8 Years

### 2. Insurance Records

Record Type	Retention Period
Claims Files(Including correspondence, medical records, injury documentation,etc.	8 Years
Group Insurance Plans- Active Employees	8 years
Insurance policies for the Company	8 years
Releases and Settlements	8 years

### 3. Tax Records

Record Type	Retention Period
Tax related correspondence	8 years
Payroll Tax Records	8 years
Tax Bills,Receipt,Statements	8 years
Tax Returns	Permanent
Sales/VAT Tax Records	8 years
Service Tax Records	8 years

### 4. Corporate Record

Record Type	Retention Period
Corporate Records (certificate of Incorporation, commencement of business, listing agreement, common seal, minutes book of board and committees thereof, annual reports originals etc..)	Permanent
Licence & Permits, industries entrepreneurial Memorandum, and other statutory approvals	Permanent
Contracts entered into by the company	Permanent
ROC FILLINGS & Stock Exchange filing in physical and Electric form	Permanent
All Statutory Registers under any applicable laws	Permanent
Legal Files & Records	Permanent
Property Records	Permanent
Payroll, Personnel And HR Records	Permanent
Production Records	8 years

