

# USHA MARTIN LIMITED

[CIN : L31400WB1986PLC091621]

## POLICY ON PRESERVATION & ARCHIVAL OF DOCUMENTS / RECORDS

### 1. PREAMBLE:

Pursuant to Regulation 9 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations 2015 (hereinafter called as "**the Regulations**") every listed Company shall frame a policy on preservation of documents. This policy *inter alia* provides for preservation of documents where such preservation shall be of permanent nature as also documents with preservation period of not less than eight years after completion of the relevant transactions to which such document relates and the minimum period for which the information hosted on the website of the Company shall be available for viewing.

Further, Regulation 30 of the Regulations requires that Listed Companies should also frame a policy on archival of information disclosed on its' website.

### 1.2 OBJECTIVE:

To facilitate efficient and effective operation of the Company, Policy on preservation & archival of documents / records is being implemented. All records should be kept for the period necessary for the proper conduct of Company's business.

This Policy sets the standards for classifying, managing and storing the records of the Company. The purpose of this Policy is to establish framework for effective records management and the process for archival of information disclosed on the website.

This policy shall cover all records of the Company, including written, printed, recorded matter and electronic forms of records and the information that has been hosted on the website of the Company.

The Compliance Officer would be responsible for overseeing the implementation of the Policy.

### 2. DEFINITIONS

- a) Act: "Act" means the Companies Act, 2013 including any amendment or modification thereof read with Rules related thereto.
- b) Board: "Board" means Board of Directors of the Company
- c) Company: "Company" means "Usha Martin Limited:.
- d) Compliance Officer: "Compliance Officer" means the Company Secretary of the Company who is responsible to perform duties as required under section 205 of the Companies Act 2013 and Regulation 6 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015. However, the Board may appoint any other person(s) as Compliance Officer in the absence of any Company Secretary in the Company or in addition to the Company Secretary of the Company.



- e) Director: "Director" means a person as defined in Section 2(34) of the Companies Act, 2013 and presently appointed as a Director in the Company.
- f) Document: "Document" means all business records of the Company in written, printed and recorded matter and electronic forms of records and includes summons, notice, requisition, order, declaration, form and register, whether issued, sent or kept in pursuance of the Companies Act 2013, SEBI Act 1992 or under any other law for the time being in force or otherwise, maintained on paper or in electronic form;
- g) Key Managerial Personnel: "Key Managerial Personnel" shall mean the officers of the Company as defined in Section 2(51) of the Companies Act, 2013 and rules prescribed thereunder.
- h) Regulations: "Regulations" shall mean SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015
- i) Secretarial Standards: "Secretarial Standards" means standards issued by the Institute of Company Secretaries of India under section 118 (10) of the Companies Act 2013.
- j) Stock Exchange or Exchanges: "Stock Exchange or Exchanges" shall mean BSE Limited and National Stock Exchange of India Limited
- k) Financial Year: "Financial Year" shall have the same meaning as assigned to it under sub-section (41) of section 2 of the Companies Act, 2013.
- l) Policy: "Policy" means this Policy on Preservation of records.
- m) Record Keeping System: "Record Keeping System" means information systems which capture, maintain and provide access to record overtime.

All other words and expressions used and not defined in this policy or the regulation, but defined in the Act or the Companies Act, 2013, the Securities Contract (Regulation) Act, 1956, the Depositories Act, 1996 and/ or the rules and regulations made thereunder, shall have the same meaning as respectively assigned to them in such Acts or rules or regulations or any statutory modification or re-enactment thereto, as the case maybe.

### 3. GOVERNING LAWS

This policy shall be governed by the Companies Act 2013, SEBI Act, Rules and Regulations, Secretarial Standards, Labour Laws, Tax Laws and all other applicable laws for the time being in force.

## PART A – Preservation of Documents / Records

### 4. Classification of Documents

- a) Documents shall be classified in the following categories
  - i) Mandatory under governing laws
  - ii) Non-Mandatory





- b) Documents which are required to be mandatorily preserved for a stipulated minimum period of time under governing laws shall be preserved accordingly. Documents in respect of which no minimum maintenance timeline is stipulated under any of the laws shall be preserved in accordance with this policy.
- c) All records and documents as provided herein shall be preserved for such time and period as may be provided herein.
- d) Any change in the governing laws affecting the change in period of preservation of documents shall prevail over this policy.

## 5. Preservation of Documents / records

Subject to clause 5 above, the retention of the documents identified below and of documents not included in the identified categories should be determined primarily by the application of the general guidelines affecting document retention identified above, as well as any other pertinent factors as the overseeing authorities deem fit.

- a) **Tax & Accounting Records:** Tax records include, but may not be limited to, documents concerning payroll, expenses, proof of deductions, business costs, accounting procedures, and other documents concerning the Company's revenues and expenses including capital expenditure. Tax records should be retained for at least eight years from the date of filing the applicable return or such period of time as prescribed under Tax laws whichever is later.
- b) **Employment Records/Personnel Records:** Labour laws require the Company to maintain certain recruitment, employment and personnel information. The Company should also maintain personnel files that reflect performance reviews if any and any complaints brought against the Company or individual employees under applicable labour laws. The Company should also keep all final memoranda and correspondence reflecting performance reviews and actions taken by or against personnel in the employee's personnel file.
  - i) Employment and personnel records shall be preserved for a minimum period of eight years irrespective of whether such employee continues to be employed with the Company or not.
  - ii) Individual employee files need to be maintained as long as the concerned individual remains an employee of the Company as also for a minimum period of 5 years thereafter or such period of time as prescribed under respective laws for time being in force whichever is later.
  - iii) Returns under various labor laws, governmental and statutory filings etc. need to be retained in accordance with the related statute as may be specified therein or for a minimum period of 8 years whichever may be later.
- c) **Financial Statements, Minutes, Statutory Registers & other Documents.** Financial Statements including Audit Reports, Minutes of Meetings of Board, Members and other Committees Meeting along with statutory registers as prescribed under governing laws for time being in force shall be preserved for such period as provided in respective laws. Any document where preservation period is not prescribed under governing laws shall be preserved for a minimum period of eight years.



- d) **Press Releases/Public Filings.** The Company should retain copies of all press releases and documents filed with Stock Exchanges, Registrar of Companies and other regulatory authorities on a permanent basis.
- e) **Legal Files / documents:**All legal documents / copies of notices / summons / orders / judgments and all other legal documents shall be preserved permanently. Documents like leases, Leave & License agreements and other agreements shall be preserved for atleast 5 years beyond the life of the said documents.
- f) **Development/Intellectual Property and Trade Secrets:** Development documents are often subject to intellectual property protection in their final form (e.g., patents and copyrights). The documents detailing the development process are often also of value to the Company and are protected as a trade secret where the Company:
- i) Derives independent economic value from the secrecy of the information; and
  - ii) The Company has taken affirmative steps to keep the information confidential.  
The Company should keep all documents designated as containing trade secret information for at least the life of the trade secret.
- g) **Contracts:** Final, execution copies of all contracts entered into by the Company should be retained. The Company should retain copies of the final contracts for at least five years beyond the life of the agreement, and longer in the case of publicly filed contracts.
- h) **Electronic Mail:** E-mail that needs to be saved should be either:
- i) Printed in hard copy and kept in the appropriate file; or
  - ii) Downloaded to a computer file and kept electronically or on disk as a separate file so as to ensure its timely retrieval.

## 6. Custody of Documents

All documents shall be under the custody of respective head of the departments as detailed below:

Sl. No.	Documents	Authorised persons
i	Tax / Accounting Records	Head of finance / accounts / taxation at Corporate level, and Persons heading accounting or tax functions at plants.
ii	Financial Statements / Minutes / Secretarial Records	Head of secretarialfunction
iii	Lease Documents / Contracts / Agreements / StatutoryRegisters	Heads of respective functions at Corporate / plant levels
iv	Employment / Personal Records	Head of human resources at Corporate, and Persons heading personnel / HR functions at Plant level
v	Legal Documents	Head of legal function or heads of respective functions at plant levels





vi	Intellectual Property	Head of the function to which such IP relates for e.g. Trademarks shall relate to marketing department.
vii	Electronic Mails	Head of IT

## 7. DESTRUCTION OF RECORDS

The records of the Company may be destroyed once the said documents, files, papers, data, information or records are kept and archived for the minimum stipulated period as mentioned anywhere in terms of different policy(ies) as adopted by the Board or the minimum stipulated period as mentioned in any acts, rules or regulations, agreements, etc. and as applicable to the Company and the same shall be destroyed only if the Board of Directors of the Company specifically approves for the same and furthermore the same shall be destroyed in presence of at-least twopersons authorised by the Managing Director. The Company shall maintain a proper register containing the details of the records as destroyed.

## PART B – Archival of Records

## 8. INFORMATION DISCLOSED ON THE WEBSITE

The Company will disclose all such events or information on the website of the Company which has been disclosed to the Stock exchange(s) and such information shall be available on the website for a minimum period of five (5) years from the date of occurrence of the event or posting at the website of the Company, whichever is later, or for any further period as the Board of the Directors of the Company may specifically approve or decide for.

## 9. AMENDMENTS TO THE POLICY

The Board of Directors can amend this Policy, as and when deemed fit. In case of any amendment(s), clarification(s), circular(s) etc. issued by the relevant authorities, not being consistent with the provisions laid down under this Policy, then such amendment(s), clarification(s), circular(s) etc. shall prevail upon the provisions hereunder and this Policy shall stand amended accordingly from the effective date as laid down under such amendment(s), clarification(s), circular(s) etc.

