



# AJ Packaging Limited

Regd. Office: Plot No. 120, CIE, Gandhi Nagar, Balanagar, Hyderabad - 500037. Telangana

CIN: U74999TG1995PLC020965

## **POLICY ON PRESERVATION OF DOCUMENTS AND ARCHIVAL OF DOCUMENTS IN THE WEBSITE**

*[Under Regulation 9 and 30(8) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015]*

### **1. PURPOSE AND SCOPE**

- 1.1 The purpose of this document is to present a policy statement for **A J PACKAGING LIMITED** (Company) regarding preservation of its documents and archival of documents in the website in accordance with the provisions of the Companies Act, 2013 and Regulation 9 and 30(8) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("LODR").
- 1.2 The policy is framed for the purpose of systematic identification, categorization, maintenance, review, retention and destruction of documents received or created in the course of business. The policy gives guidelines on how to identify documents that need to be maintained, how long certain documents should be retained, how and when those documents should be disposed of, if no longer needed and how the documents should be accessed and retrieved when they are needed.

### **2. CLASSIFICATION OF DOCUMENTS TO BE PRESERVED /RETAINED**

- 2.1 The Company's physical and electronic documents shall be classified for the purpose of preservation as follows:
  - A. Documents whose preservation shall be permanent in nature;
  - B. Documents whose preservation period shall not be less than eight years after completion of the relevant transactions;
  - C. Documents whose preservation shall be for a minimum period of three years after completion of the event.

The details of documents for the above three categories are given in the Annexure.

### **3. MODES OF PRESERVATION**

- 3.1 The Documents may be preserved in
  - (i) Physical form or
  - (ii) Electronic Form.
- 3.2 The preservation of Documents should be such as to ensure that there is no tampering, alteration, destruction or anything which endangers the content, authenticity, utility or accessibility of the Documents
- 3.3 The preserved Documents must be accessible at all reasonable times. Access may be controlled by Authorized Person with preservation, so as to ensure integrity of the Documents and prohibit unauthorized access



#### **4. CUSTODY OF THE DOCUMENTS**

Subject to the Applicable Law, the custody of the documents shall be with the Authorised Person. Where the Authorized Person tenders resignation or is transferred from one location to another, such Person shall hand over all the relevant Documents, lock and key, access control or password, other storage devices or such other Documents and devices in his possession under the Policy. The Board may authorize such other person as it may deem fit as the Authorised Person

#### **5. AUTHORITY TO BOARD**

The Board shall have the authority for approval of this policy in pursuance to the Regulations. This authority has been granted via the Regulations.

The Board is authorized to make such alterations to this Policy as considered appropriate, subject, however, to the condition that such alterations shall be in consonance with the provisions of the Acts and Regulations

#### **6. PERIODICAL REVIEW OF THE POLICY**

The Managing Director of the Company is authorized to periodically review the policy and make such changes as considered necessary.

#### **7. DESTRUCTION OF DOCUMENTS**

7.1 Destruction as a normal administrative practice usually occurs because the records are duplicated, unimportant or for short-term use only. This applies to both Physical and Electronic Documents

7.2 The temporary documents, excluding the Current Document(s) shall be destroyed after the relevant or prescribed period, by the Authorised Person in whose custody the Documents are stored, after the prior approval of the Board or any other authority as required under the Applicable Law pursuant to which the Documents have been preserved

7.3 The entries in the register shall be authenticated by the Authorised Person.

#### **8. AUTHENTICITY**

8.1 Where a Document is being maintained both in physical form and in Electronic form, the authenticity with reference to the physical form should be considered for every purpose

#### **9. WEB ARCHIVAL POLICY**

9.1 The Company shall disclose on its website all events or information which has been disclosed to stock exchange(s).

**For A J Packaging Limited**

  
Mr. Nitin Agarwal  
Managing Director  
DIN: 06381755



## ANNEXURE

### **A. Documents whose preservation shall be permanent in nature:**

1. Corporate Records including Certificate of Incorporation, Common Seal, Minutes of Board, Committee and Shareholders' Meetings, Register of Members and other Statutory Records
2. Property records including purchase and sale deeds, licenses, copyrights, patents & trademarks, if any.
3. Any other record as may be decided by the board of the Company from time to time.

### **B. Documents whose preservation period shall not be less than eight years after completion of the relevant transactions (but need to be preserved in electronic form permanently):**

1. Books of Accounts, Bank Statements and vouchers
2. Filings with Stock Exchanges, Registrar of Companies and other statutory authorities.
3. Payroll Records, Employee deduction authorizations, attendance records, employee medical records, leave records, Pension and retriial related Records, etc.
4. Corporate Social Responsibility Records
5. Any other record as may be decided by board of the Company from time to time.

### **C. Documents whose preservation shall be for a minimum period of three years after completion of the event (but need to be preserved in electronic form permanently):**

1. Tender Documents, if any
2. Lease Deeds and Contracts, if any.
3. Legal files
4. Insurance Records including policies and claims
5. All e-mail correspondence, internal & external
6. Documents under Secretarial Standards
  - 6.1 Proof of sending Notice of the meetings of the Board / Committee and General meetings and its delivery
  - 6.2 Proof of sending Agenda and Notes on Agenda and their delivery
  - 6.3 Proof of sending and delivery of the draft of the Resolution
  - 6.4 Proof of sending draft Minutes and its delivery
  - 6.5 Proof of sending signed Minutes and its delivery
7. Any other record as may be decided by the Chief Executive Officer of the Company from time to time.

### **Amendments to the policy:**

Any amendments or modifications thereon, as may be required from time to time, in the policy shall be approved by the Board of Directors and shall have effect from the date of such amendment.

