



## TC TERRY TEX LIMITED

### POLICY ON PRESERVATION OF DOCUMENTS

#### 1. PREAMBLE:

Regulation 9 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 [“Regulations”] mandates every listed company to establish a policy for the preservation of documents or records maintained by the company, either in physical mode or electronic form. This policy has been developed in line with the requirements of the Regulations.

#### 2. SCOPE:

This policy governs the maintenance and preservation of documents in accordance with the applicable statutory and regulatory requirements.

#### 3. OBJECTIVE OF THE POLICY:

The primary objective of this policy is to ensure that the statutory documents are preserved in compliance with the Regulations and the policy framed in adherence to them. It also aims to ensure that documents that are no longer needed or are of no value are discarded following due processes. The major objectives of the policy are:

- To identify statutory records to be preserved.
- To identify records to be maintained either permanently or for a period of eight years.
- To decide the mode of preserving documents, whether in physical or electronic form.
- To establish the procedure for destroying documents after the retention period (eight years or other applicable periods).
- To educate employees on their obligations concerning the retention and preservation of documents and records.

#### 4. DEFINITIONS:

- **“Act”** means the Companies Act, 2013, the rules framed under it, and any amendments thereto.
- **“Board of Directors” or “Board”** means the collective body of directors of the company.
- **“Company” or “This Company”** means **TC Terry Tex Limited**.
- **“Current”** means ongoing matters or issues currently in progress.
- **“Electronic Form”** refers to any modern electronic device or medium used for storing and retrieving data, including but not limited to, computers, laptops, compact discs, floppy discs, cloud storage, or any other feasible form, whether the company possesses control over the device or has access to it.
- **“Maintenance”** refers to keeping documents in either physical or electronic form.
- **“Policy” or “This Policy”** means the **Policy on Preservation of Documents**.



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- **“Preservation”** means keeping documents safe from alteration, damage, or destruction.
- **“Register”** refers to a register maintained under the Companies Act, 2013 or the SEBI Act.
- **“Regulations”** refers to the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, and any amendments thereto.

## 5. INTERPRETATION:

Terms that are not defined in this policy will have the same meaning as assigned to them under the Companies Act, 2013, or the SEBI (LODR) Regulations, 2015.

## 6. GUIDELINES:

As per Regulation 9 of the SEBI (LODR) Regulations, 2015, every listed entity must have a policy for the preservation of documents, which is approved by the Board of Directors. Documents must be classified into at least two categories:

- **Documents whose preservation is permanent in nature.**
- **Documents with a retention period of not less than eight years after the completion of the relevant transaction.**

Accordingly, TC Terry Tex Limited has classified documents into the following categories:

- Documents to be preserved permanently.
- Documents to be preserved for a period of 8 years as per the Companies Act, 2013 or other applicable regulations.
- Documents to be preserved for a period as prescribed by any other statute or regulation.
- Documents that are "Current" and require preservation as long as they pertain to an ongoing matter.

An indicative list of documents and their preservation periods is provided in **Annexure-A**.

## 7. MODES OF PRESERVATION:

Documents may be preserved in the following ways:

- **Physical Form, or**
- **Electronic Form.**

The person authorized to preserve the document will be the **Authorized Person** responsible for ensuring compliance with statutory requirements.

The preservation of documents must ensure that they are not altered, damaged, or destroyed in any manner. Preserved documents must be accessible at all reasonable times, and access will be controlled by the concerned **Authorized Person** to ensure the integrity of the documents and prevent unauthorized access.



## **8. DESTRUCTION OF DOCUMENTS:**

After the expiry of the statutory retention period, preserved documents may be destroyed. The destruction of documents, as a regular administrative practice, will apply to records that are duplicate, unimportant, or irrelevant.

This applies to both physical and electronic documents. Documents may be destroyed as follows:

- Recycle non-confidential paper records.
- Shred or otherwise render unreadable confidential paper records.
- Delete or destroy electronically stored data.

## **9. POLICY REVIEW:**

This policy will be reviewed periodically to ensure compliance with applicable legal requirements. The **Company Secretary** will keep the policy updated according to any changes in the statutory guidelines.

## **10. AMENDMENT:**

The Board has the power to amend, modify, or replace any provision of this policy, as necessary, in accordance with subsequent modifications or amendments to the Regulations.

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## **Annexure-A: Indicative List of Documents and Their Preservation Periods**

### **A. Permanent Preservation:**

- Common Seal
- Minutes books of Board Meetings, General Meetings, and Committee Meetings
- Statutory Registers
- Licenses and Permissions
- Statutory Forms and disclosures (except routine compliance)
- Scrutinizers' Report
- Register of Members
- Index of Members

### **B. Temporary Preservation (Up to 8 years):**

- Annual Returns
- Board Agenda and supporting documents
- Attendance Register
- Office copies of Notices of General Meetings and related papers
- Office copies of Notices of Board/Committee Meetings, Notes on Agenda, and related papers
- All notices regarding disclosure of directors' interests
- Instruments creating or modifying a charge
- Books of accounts, financial statements, etc.
- Register of debenture holders or other security holders



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**C. Others:** Documents as per applicable law.