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SRI AMARNATH FINANCE LIMITED

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DOCUMENT PRESERVATION AND ARCHIVAL POLICY (Pursuant to Regulation 9 and 30(8) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015)

1. PREAMBLE

This policy (the "Policy") is being framed pursuant to Regulation 9 and 30(8) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Regulations") with respect to the preservation, destruction and archival of documents and records of the Company (hereinafter referred to as "Documents"). The Policy shall be applicable to the Sri Amarnath Finance Limited to be effective from 1st December 2015 (the "Company").

2. POLICY FOR PRESERVATION OF DOCUMENTS

The Documents of the Company must be preserved, retained and maintained as follows:

- (a) All the Documents listed in Schedule A to this Policy shall be permanently preserved.
- (b) All the Documents listed in Schedule B to this Policy shall be preserved for a period of not less than eight years after completion of the relevant transactions or creation of the Document whichever is earlier.
- (c) All other Documents shall be preserved in accordance with the Record Retention Schedule.

Documents may be preserved either in electronic mode and/or physical mode.

3. ARCHIVAL OF DOCUMENTS

The Company shall ensure that all the information disclosed on the Company's website (<http://www.sriamarnathfinance.in>) for a period of 5 years shall be maintained in archive for a period of three years.



4. DESTRUCTION OF DOCUMENTS

The Documents may be destructed after completion of the retention period as prescribed in the Schedule.

5. AMENDMENT

Notwithstanding anything contained in this Policy the Board shall have the power to amend this Policy at any time as they deem fit.

SCHEDULE A

DOCUMENTS WHICH SHALL BE PERMANENTLY PRESERVED

DOCUMENTS
Copies of all documents and information as originally filed under section 7(1) (incorporation) till dissolution under the Companies Act.
Minutes of proceedings of general meeting, meeting of Board of Directors, creditors, committees of the Board and resolutions passed by postal ballot.
Statutory registers viz. Register of loans, guarantee, security and acquisition made by the company, Register of Members, Foreign Register of Members, Register of Charges, Register of Renewed and Duplicate Share Certificates, Register of Investments, Register of contracts or arrangements in which directors are interested.
All licenses/listing approvals and Judgments/orders of the Court.
Any other documents as may be required to be preserved permanently under applicable laws.



SCHEDULE B

DOCUMENTS WHICH SHALL BE PRESERVED FOR A PERIOD OF NOT LESS THAN EIGHT YEARS AFTER COMPLETION OF THE RELEVANT TRANSACTIONS OR CREATION OF THE DOCUMENT WHICHEVER IS EARLIER.

DOCUMENTS
Books of account together with vouchers, records and papers relevant to any entry in the books
Statutory registers viz. Register of Deposit accepted or renewed (if any), Register of debenture holders or any other security holders along with the index (if any), Foreign register of debenture holders or any other security holders
Copies of all annual returns prepared under section 92 and copies of all certificates and documents required to be annexed thereto
Disclosures/ Notices by a director of his interest u/s 184 of the Companies Act, 2013
Instrument creating charge or modification thereon
Office copies of Board Meeting Notices, Agenda, Notes on Agenda, the attendance register of Board & Committee Meetings and other related papers of the company, Office copies of general meeting Notices, scrutinizers report and other related papers of the company
Disclosures made to Stock Exchange pursuant to SEBI Insider Trading Regulations 2015
Disclosures received/made by the Company under Chapter V of SEBI Takeover Code 2011
Share certificate related books and documents
The postal ballot and all other papers relating to postal ballot including voting by electronic means
Tax records as required under various applicable tax laws
Any other register / documents required by any law, for the time being in force

For and on behalf of SRI AMARANTH FINANCE LIMITED



COMPLIANCE OFFICER