



Shree Steel Wire Ropes Ltd.

**MFRS. OF : STEEL WIRE ROPES, STEEL WIRE ROPE SLINGS, WIRE STRANDS,
STAINLESS STEEL WIRE ROPES & ATDs (REGULATING EQUIPMENT),
TRACTION BOND, SECTION INSULATOR ASSEMBLY & ANTICREEP WIRE**

Administrative Office & Correspondence Address :

504-505, 5th Floor, Shiv Ashish Commercial Complex,
Plot No. 10, 19th Road, Chembur, Mumbai - 400 071. (INDIA)
Tel. : (022) 2527 4142 / 6739 9999
E-mail : info@sswrl.com • WEB : www.sswrl.com



CIN : L45202MH1992PLC067466

SHREE STEEL WIRE ROPES LTD.



POLICY ON PRESERVATION OF DOCUMENTS

Date of Issue

30th June, 2020



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VERSION CONTROL

Version	Date of adoption	Change Reference	Owner	Approving Authority
1	30 June, 2020	Adoption of the policy pursuant to the Companies Act, 2013, applicable rules/regulations of RBI, SEBI, Prevention of Money Laundering Act, 2002 including rules thereof, Income Tax Act, 1961, internal policies and other applicable laws/ rules/regulations	Secretarial	Board of Directors



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1. BACKGROUND, APPLICABILITY AND PURPOSE:

Regulation 9 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“the Listing Regulations”) requires the Companies to have in place a Policy for Preservation of Documents (“Policy”) approved by its Board of Directors, classifying the documents in at least two categories, which are as follows:

- Documents whose preservation shall be permanent in nature.
- Documents with preservation period of not less than eight years after completion of the relevant transactions.

The said Regulation is also applicable to the companies whose designated securities, which includes specified securities and any other securities as may be specified by SEBI.

The purpose of the Policy is to lay down the underlying basic principles governing identification and classification of documents (maintained pursuant to applicable laws/ rules/regulations) belonging to the Company for the purpose of secured retention.

2. TIME PERIOD FOR PRESERVATION OF DOCUMENTS/ RECORDS:

The Company needs to maintain records, either in paper or in electronic form (as permitted by relevant governing laws/ rules/ regulations), for such periods as may be prescribed from time to time by various Regulatory Authorities, details of which are given below:

Type of Document/ Record	Minimum preservation period
Minutes book, statutory registers and licenses/ certificates issued by the regulatory/ governing authorities.	Permanent.



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<p>All contracts and other records and documents, as shall be required to be maintained pursuant to the Companies Act, 2013, applicable rules/ regulations of RBI, SEBI, Prevention of Money Laundering Act, 2002 including rules thereof, Income Tax Act, 1961, internal policies and other applicable laws/ rules/ regulations (issued and amended from time to time).</p>	<p>As prescribed by the relevant statutes/ rules/ regulations/ internal policies.</p>
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3. REVIEW OF POLICY:

If at any point a conflict of interpretation / information between the Policy and any regulations, rules, guidelines, notification, clarifications, circulars, master circulars/ directions issued by relevant authorities ("Regulatory Provisions") arises, then interpretation of the Regulatory Provisions shall prevail.

In case of any amendment(s) and/or clarification(s) to the Regulatory Provisions, the Policy shall stand amended accordingly from the effective date specified as per the Regulatory Provisions. The Board and/or its Committee reserve(s) the right to alter, modify, add, delete or amend any of the provisions of the Policy.