

## **UNIINFO TELECOM SERVICES LIMITED**

### **POLICY FOR PRESERVATION OF DOCUMENTS**

#### **1. Preamble**

The Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("**SEBI LODR**") came into force from December 1, 2015. In accordance with Regulation 9 of the SEBI LODR the Board of Directors of **Uniinfo Telecom Services Limited** ("**the Company**") is required to frame a Policy for Preservation of Documents ("**Policy**") classifying them into two categories:

- i. Documents whose preservation shall be permanent in nature; and
- ii. Documents to be preserved for not less than eight years.

The documents that are required to be maintained under this Policy are preserved considering their importance, usefulness and information. The Company recognizes that all the documents, whether in physical or electronic mode, form an important and integral part of the Company's records. The preservation of documents is important in order to ensure immediate access to the records, its retrieval as well as authentication.

Accordingly, the Board of Directors of the Company on January 17, 2018 has adopted the Policy for Preservation of Documents.

#### **2. Object and Scope**

The preservation of documents should be such as to ensure that there is no tampering, alteration, destruction or anything that endangers the content, authenticity, utility or accessibility of the documents.

This Policy is applicable to all documents maintained in physical and electronic mode by the Company. The documents not specifically covered under this policy shall be preserved and maintained in accordance with the provisions of the respective acts, rules, guidelines and regulations as applicable under which those documents are maintained.

#### **3. Definitions**

- a. "**Act**" means the Companies Act, 2013;
- b. "**Applicable Law**" means any law, rules, circulars, guidelines or regulations issued by the Securities and Exchange Board of India (SEBI), Ministry of Corporate Affairs (MCA), The Institute of Company Secretaries of India (ICSI) and other professional bodies under which the preservation of documents has been prescribed;
- c. "**Board**" means the Board of the Directors of the Company;

- d. **"Books of Accounts"** includes records maintained in respect of –
  - i. all sums of money received and expended by the Company and matters in relation to which the receipts and expenditure take place;
  - ii. All sales and purchases of goods and services by the Company;
  - iii. The assets and liabilities of the Company; and
  - iv. The items of cost as may be prescribed under section 148 of the Act in case the Company belongs to any class of companies specified under that section.
- e. **"Company"** means **Uniinfo Telecom Services Limited**
- f. **"Documents"** refers to papers, notes, agreements, notices, agenda, circulars, advertisements, declarations, forms, minutes, registers, correspondences, challan or any other record required under or in order to comply with the requirements of any Applicable Law, whether issued, sent, received or kept in pursuance of the Act or under any other law for the time being in force or otherwise, maintained on paper or in Electronic Form;
- g. **"Electronic Form"** means any electronic device such as servers, computer, laptop, compact disc, floppy disc, pen drive, space on electronic cloud or any other form of storage and retrieval device, considered feasible, whether the same is in possession or control of the Company or otherwise the Company has control over access to it;
- h. **"Maintenance"** means keeping documents, either physically or in Electronic Form; and
- i. **"Preservation"** means to keep in good order and to prevent from being altered, damaged or destroyed.

Words and phrases used in this Policy and not defined herein shall derive their meaning from the Applicable Law.

#### 4. **Authenticity:**

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

#### 5. **Conversion of the form in which the Documents are preserved**

The physical Documents preserved may be converted, whenever required or felt necessary, into electronic form to ensure ease in maintenance of records and efficient utilization of space.

#### 6. **General Authorization & Responsibility**

The Policy shall be reviewed on a periodic basis and the Chairman and Managing Director / Whole-time Directors and Company Secretary are authorized jointly (by any two) to make such changes as may be deemed necessary or as warranted by law. The departmental head concerned will be responsible for the maintenance, preservation and destruction of records pertaining to the respective Department.

#### **7. Destruction of Documents:**

The documents specified in **Annexure A** which are not required to be maintained and preserved permanently, may be destroyed after the expiry of the specified retention period in such mode and under the instructions approved by the Functional/ Departmental Heads. Any deviation will be approved by the Board of Directors

Destruction of documents as a normal administrative practice shall be followed for the records which are duplicate/unimportant/irrelevant.

The documents may also be destroyed as follows:

- a. Recycle non-confidential papers;
- b. Shred or other render unreadable confidential papers; and
- c. Delete or destroy electronically stored data.

#### **8. General:**

Notwithstanding anything contained in this policy, the Company shall ensure compliance with any additional requirements as may be prescribed under any laws/regulations either existing or arising out of any amendment to such laws/regulations or otherwise and applicable to the Company from time to time.

**ANNEXURE A**

| <b>Record as per Companies Act, 2013</b> |   |                            |
|--|---|----------------------------|
| <b>Sr. No.</b>                           | <b>Record Type</b>  | <b>Preservation period</b> |
| 1.                                       | Memorandum and Articles of Association                                    | Permanent                  |
| 2.                                       | Certificate of Incorporation  | Permanent                  |
| 3.                                       | Minutes of Board and Committee Meetings                                   | Permanent                  |
| 4.                                       | Minutes of Shareholders' Meetings   | Permanent                  |
| 5.                                       | Register and Index of Members   | Permanent                  |
| 6.                                       | Resolutions passed by circulation   | 8 Financial Years          |
| 7.                                       | Listing Agreement executed with the stock exchanges                       | Permanent                  |
| 8.                                       | Attendance Register – Board and Committee Meetings                        | 8 Financial Years          |
| 9.                                       | Register of investments in securities not held in the name of the Company | Permanent                  |
| 10.                                      | Register of renewed and duplicate certificates                            | Permanent                  |
| 11.                                      | Register of contracts in which Directors are interested                   | Permanent                  |
| 12.                                      | Register of Directors, Managing Director, Manager and Secretary           | Permanent                  |
| 13.                                      | Register of Directors' Shareholding                                       | Permanent                  |
| 14.                                      | Register of Inter-corporate loans and investments                         | Permanent                  |
| 15.                                      | Register of transfer of shares  | Permanent                  |
| 16.                                      | Register of Transmission of shares  | Permanent                  |
| 17.                                      | Forms filed with Registrar of Companies (ROC)                             | Permanent                  |
| 18.                                      | Notice and Agenda of the Board and Committee Meetings                     | 8 Financial Years          |
| 19.                                      | Notices pertaining to disclosure of Interest by the                       | 8 Financial Years          |

| <b>Record as per Companies Act, 2013</b> |   |                   |
|--|---|-------------------|
|  | Directors   |                   |
| 20.                                      | Annual Returns  | 8 Financial Years |
| 21.                                      | Correspondence with shareholders  | 8 Financial Years |
| 22.                                      | Disclosures under SEBI – Substantial acquisition of shares and Takeovers, Regulations | 8 Financial Years |
| 23.                                      | Disclosures under SEBI – Prohibition of Insider Trading Regulations                   | 8 Financial Years |
| 24.                                      | Postal Ballot forms   | 8 Financial Years |
| 25.                                      | Scrutinizer’s Reports on voting at General Meetings/ Postal Ballot                    | 8 Financial Years |
| 26.                                      | Newspaper cuttings of notices of Board Meeting and Financial Results                  | 8 Financial Years |
| 27.                                      | Investor meet presentations   | 8 Financial Years |

| <b>Accounts and Finance Records</b> |   |   |
|-------------------------------------|---|---|
| <b>Sr. No.</b>                      | <b>Record Type</b>                      | <b>Preservation Period</b>                    |
| 1.                                  | Annual Audited and Financial Statements | Permanent                                     |
| 2.                                  | Books of Accounts, Ledgers & Vouchers   | 8 Financial Years                             |
| 3.                                  | Investment Records                      | 8 Financial Years from the date of redemption |
| 4.                                  | Engagement letters from Auditors        | 8 Financial Years                             |

| <b>Tax Records</b> |   |                            |
|--------------------|---|----------------------------|
| <b>Sr. No.</b>     | <b>Record Type</b>  | <b>Preservation Period</b> |
| 1.                 | Tax Exemption and related document  | Permanent                  |
| 2.                 | Excise Returns, Income Tax Returns, Sales Tax/ VAT Returns, Service Tax Return.                                 | 8 Financial Years          |
| 3.                 | Documents, Challans and other details/correspondence related to Excise, Income Tax, Sales Tax/ VAT, Service tax | 8 Financial Years          |

| <b>Legal files and other Legal Records</b> |  |   |
|--|--|---|
| <b>Sr. no</b>                              | <b>Record Type</b>   | <b>Preservation Period</b>                            |
| 1.   | Court Orders   | Permanent   |
| 2.   | Contracts, Agreements and Related correspondence (including any proposal that resulted in the contract and other supportive documentation) | 8 years after termination or expiration of contracts. |
| 3.   | Legal Memoranda and Opinions including subject matter files.   | 3 years after the closure of the litigation.          |
| 4.   | Litigation Files   | 3 years after the closure of the litigation.          |