

**POLICY FOR
PRESERVATION OF DOCUMENTS**

1. INTRODUCTION

This Policy is framed pursuant to Regulation 9 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, requires the Company to frame a policy on preservation of documents.

The Board of Directors (the “Board”) of Aviva Industries Limited (the “Company”), has adopted this Policy of Preservation of documents which is kept as per Companies Act, 2013, Listing Regulation, 2015 and Securities and Exchange Board of India Act, 1992 and Amendment made from time to time (“Governing Law”).

This Policy will be effective from 1st December, 2015.

2. PURPOSE

This Policy framed to ensure safe-keeping of documents and prevent documents from being altered, damaged or destroyed which may kept in Physical or in Electronic mode and proper archival of documents as per Governing Law

3. DEFINITIONS

- a. Authorised Person means any person duly authorised by the Board
- b. The Documents includes Certificate, Policies, Statements, Reports, Code, Financial Results, Minutes, Registers, Forms, Agreement, correspondence, Notices and or any other records, whether issued, sent or kept in pursuance to Governing laws and any amendment thereof;
- c. Electronic Form means any contemporaneous electronic device such as computer, laptop, compact disc, floppy disc, 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.
- d. Key managerial Personnel in relation to the Company, means
 - i) The Chief Executive Officer or the Managing Director;
 - ii) The Company Secretary;
 - iii) The Whole-time Director;
 - iv) The Chief Financial Officer; and
 - v) Such other officer as may be authorised by the Board.

- e. Listing Regulations shall mean SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015;
- f. Listing Records shall means the documents/records required to be prepared and disclosed to the stock exchanges pursuant to the Listing Regulations
- g. Preservation shall means to keep in good order and to prevent from being altered, damaged or destroyed;
- h. Stock Exchange shall mean BSE Limited and National Stock Exchange of India Limited;

Any other term not defined herein shall have the same meaning as defined in the Governing laws.

4. CLASSIFICATION OF DOCUMENTS

- 1 The Documents shall be classified in the following categories
 - a) Mandatory under governing laws
 - b) Non-Mandatory
- 2 The Documents which is mandatory under Governing laws shall be classified in the following categories
 - a) Permanent in Nature
 - b) with preservation period of not less than 8 (eight) years after completion of the relevant transactions
- 3 Any change in the governing laws affecting the change in period of preservation of documents shall prevail over this policy.

5. MODE OF PRESERVATION OF DOCUMENTS

The Documents may be preserved in physical form or in Electronic Form.

The officer of the Company required to preserve the Document shall be Authorised Person who is generally expected to observe the compliance of requirements of Governing Law

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.

6. PLACE OF PRESERVATION OF DOCUMENTS

All documents shall preserve at Registered Office or at such other place that may be determined by the Board of Directors or the Members of the Company.

7. RETENTION OF DOCUMENTS

Certificates, Memorandum of Association and Articles of Association, Annual Report, Audited Financial Statements, Minutes, Statutory Registers, Copies of all Annual Returns along with certificates & documents required to be annexed thereto; Listing Records & other Documents as prescribed under governing laws for time being in force shall be preserved for such period as provided in respective laws. Any document where preservation period is not prescribed under governing laws shall be preserved for a minimum period of eight years.

Subject to Clause 4 above and the Retention of Documents identified above and documents not included in the above should be determined primarily by the application of the general guidelines affecting document retention identified above, as well as any other pertinent factors as the overseeing authorities deem fit.

8. CUSTODY OF DOCUMENTS

Subject to the Governing Law, the custody of the Documents shall be with the Authorised Person.

Where the Authorised Person tenders resignation or is transferred from one location of the Company to another, such Person shall hand over all the relevant Documents, lock and key, access control or password, or Company Disc, other storage devices or such other Documents and devices in his possession under the Policy. The Board may authorise such other person as it may deem fit as the Authorised Person.

9. REGISTER OF DOCUMENTS DESTROYED TO BE MAINTAINED

The Company shall maintain a register in the form set out annexed hereto wherein it shall enter brief particulars of the documents destroyed after approval of the Board or any other authority as required under the governing law pursuant to which the Documents have been preserved and all entries made therein shall be authenticated by Authorised persons.

Sr. No.	Particulars of documents destroyed along with provision of governing law	Date and Mode of destruction	Initials of Authorised Person

10.AMENDMENTS TO THE POLICY

The Board are authorised to make such alterations to this Policy as considered appropriate subject to the condition that such alterations shall not be inconsistent with the provisions of the Listing Regulations, 2015.

In case of any amendment(s), clarification(s), circular(s) etc. issued by the relevant authorities, not being consistent with the provisions laid down under this Policy, then such amendment(s), clarification(s), circular(s) etc. shall prevail upon the provisions hereunder and this Policy shall stand amended accordingly from the effective date as laid down under such amendment(s), clarification(s), circular(s) etc.