

POLICY ON PRESERVATION OF DOCUMENTS.



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GARWARE POLYESTER LIMITED (GPL)

POLICY FOR PRESERVATION OF DOCUMENTS UNDER SECURITIES AND EXCHANGE BOARD OF INDIA (LISTING OBLIGATIONS AND DISCLOSURE REQUIREMENTS) REGULATIONS, 2015 (the "Listing Regulations")

The Policy for Preservation of Documents (the "Policy") pursuant to Regulation 9 of the SECURITIES AND EXCHANGE BOARD OF INDIA (LISTING OBLIGATIONS AND DISCLOSURE REQUIREMENTS) REGULATIONS, 2015 (the "Listing Regulations").

Objective

GARWARE POLYESTER LIMITED (the "Company") is required to maintain certain types of corporate records for specified period of time. The objective of the policy is to specify the need of preservation of Company's records in terms of Regulation 9 of the Listing Regulations.

Definitions

Definitions or phrases used in the Policy will have the same meaning as in the Listing Regulations or the Companies Act, 2013.

Policy for Preservation of Documents

All the documents of the Company required by any law or regulation to be maintained or preserved permanently shall be preserved permanently, which includes but shall not be limited to the following:

Sl. No.	Particulars of Documents
i.	Minutes book of meetings of the Board of Directors
ii.	Minutes book of meetings of Committees of the Board
iii.	Minutes book of General Meetings of the members including resolutions passed by postal ballot
iv.	Minutes book of the meetings of creditors
v.	Register of Members along with Index thereof
vi.	Register of Renewed and Duplicate Share Certificates
vii.	Register of Charges
viii.	Register of loans, guarantee, security and acquisition made by the Company
ix.	Register of investments not held in its own name by the Company, if any
x.	Register of contracts with related party and contracts and Bodies etc. in which directors are interested
xi.	Certificate of incorporation and commencement of business
xii.	Register of Directors and Key Managerial Personnel and their Shareholding
xiii.	Books and documents relating to issue of share certificates, in case of disputed cases
xiv.	Documents relating to incorporation and changes in any of the clauses of the Memorandum and Articles of Association



