

ANIL LIMITED - POLICY FOR MAINTENANCE AND PRESERVATION OF DOCUMENTS

1. PREFACE

As per the requirements of Regulation 9 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, Anil Ltd. ("ANIL" or "the Company") has formulated policy for preservation of Documents.

2. SCOPE

The purpose of this Policy is to specify the type of document(s) and time period for preservation thereof based on the classification mentioned under Regulation 9 of Listing Regulations, 2015.

3. TYPE OF DOCUMENTS AND TIME PERIOD FOR PRESERVATION

The company shall maintain and preserve documents as specified hereunder:

Category (A): The documents of permanent nature (listed in Annexure 1) shall be maintained and preserved permanently by the Company subject to the modifications, amendments, addition, deletion or any changes made therein from time to time.

Provided that all such modifications, amendments, addition or deletion in the documents shall also be preserved permanently by the Company.

Category (B): The documents of the company to be maintained and preserved for specified time period after completion of the relevant transactions (listed in Annexure-2) shall be preserved by the Company for the term not less than eight year after completion of the relevant transactions subject to the modifications, amendments, addition, deletion or any changes made therein from time to time.

Provided that all such modifications, amendments, addition or deletion in the documents shall also be preserved for a term not less than eight years.

4. ROLES & RESPONSIBILITIES

The respective Departmental Heads of the Company shall be responsible for maintenance and preservation of documents in terms of this policy. The Documents can be maintained by the Company in physical or electronic or digital mode, if permitted under the applicable Acts/ Rules / Regulations.

Anil Limited

5. AMENDMENT

Any change in the Policy shall be approved by the Board of Directors of the Company. The Board of Directors shall have the right to withdraw and / or amend any part of this Policy or the entire Policy, at any time, as it deems fit, or from time to time, and the decision of the Board in this respect shall be final and binding.

6. DISSEMINATION OF POLICY

This Policy shall be posted on the website of the Company.

Anil Limited

Annexure 1:

Documents whose preservation shall be permanent in nature:

Sr. No.	Nature of Document(s)
01	Certificate of Incorporation, Certificate of Change of Name
02	Statutory Registers
03	MCA forms
04	Memorandum of Association and Articles of Association as originally filed and updated from time to time
05	Register of Members
06	Index of Members
07	Minutes of General Meeting
08	Minutes of Board Meeting
09	Minutes of various Committee Meetings
10	Any other document as may be required to maintain in terms of applicable law(s), maintained and preserved from time to time.

Annexure 2:

Documents with preservation period of not less than eight years after completion of the relevant transactions:

Sr. No.	Nature of Document(s)
01	Books of Accounts, Ledgers and Vouchers
02	Annual Return(s)
03	Register of Debenture holders
04	Index of Debenture holders
05	Any other document as may be required to maintain in terms of applicable law(s), maintained and preserved from time to time.

Anil Limited