



POLICY FOR PRESERVATION AND ARCHIVAL OF DOCUMENTS

LAST AMENDMENT: 02ND APRIL 2018

AUTHORITY: BOARD OF DIRECTORS

PREAMBLE

Tattva Fincorp Limited, on the threshold of growth, has been adopting various measures which are in sync with nationally and internationally approved corporate practices and cultures. Business is an ongoing process and a corporate brand has endless life until and unless it is wound up. Preservation documents in a scientific manner and their utilization for the future transaction is not only a legal requirement but also business wisdom. It is in this context that, Tattva Fincorp Limited is introducing a policy guideline on the subject, which, it hopes that will be adhered to by all concerned.

OBJECTIVE

The documents of the Company are important assets of the Company and they are vast treasures of information. The objective of this policy is to set the standards for managing, storing and preserving the documents of the Company. It provides a binding framework for all stakeholders to comply and follow.

WHAT IS A DOCUMENT

A Document is a data, printed materials, books of accounts, forms, permits, licenses, registers, approvals, memorandums, contracts, minutes, records, reports, employee records, strategic documents, intellectual property documents, title deeds, court/ tribunal orders, tax returns/assessments, any interdepartmental, inter-unit, interplant letters etc.

CLASSIFICATION OF DOCUMENT

Documents, based on the nature of the subject and legal requirements, should be classified into two.

- a) Document which requires to be preserved permanently.
- b) Document which requires to be preserved for a minimum retention period (at least 08 years).

MODE OF PRESERVATION

A document of whatever classification should be preserved in two modes. Physical mode and Electronic mode and for any document, these two modes should be corresponding to each other at any given time.

DESTRUCTION OF DOCUMENTS

Documents may be destroyed only after a committee with concerned Department Heads forming as members, submits a list of documents which requires to be destroyed to the Board of Directors and Board of Directors approves the same in their sitting.

ROLES AND RESPONSIBILITIES

All Department Heads/ Branch Managers are to prepare a list of all the documents which come under their Departments with classifications. They will be responsible for the maintenance, preservation and destruction of documents for these listed documents.

COMMUNICATION AND DISSEMINATION OF THE POLICY

All new recruits should be briefed about the policy and should be encouraged to have a systematic documentation habit. Besides this, a monitoring mechanism may be built into the system by the respective supervisors.

MAINTENANCE DAY

However, in the hustle and bustle of daily work, it is possible that proper documentation, filing and its preservation cannot be carried out by each and every official of the Company. To overcome such lapses a 'Maintenance Day' may be observed in Head Office/ Units/ Plants at least once in 3 months.

On this 'Maintenance Day' filing, numbering, labelling, segregation of documents for destruction and up keeping of shelves may be carried out with full participation of all the employees.

POWER OF AMENDMENTS

The Board of Directors reserves all the rights to amend any of the provisions in part or whole as per the legal and situational requirements.

C. Vijayakumaran Nair
Managing Director
(DIN: 07702882)

For and on behalf of Tattva Fincorp Limited
As amended on 02.04.2018