

## POLICY FOR PRESERVATION OF DOCUMENTS

[Pursuant to provision of Regulation 9 of SEBI ((Listing Obligations and Disclosure Requirements) Regulations 2015]

### 1. PREAMBLE

The Board of Directors (the "Board") of Unique Organics Limited (the "Company") has adopted the following policy with regard to preservation of Documents. This Policy has been formulated in accordance with Regulation 9 of the SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015. This Policy shall be known as "Policy for Maintenance and Preservation of Documents".

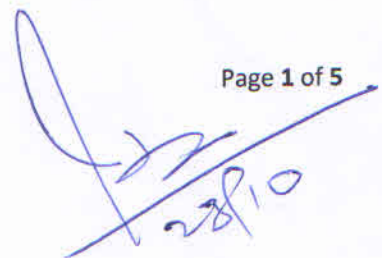
This Policy will be applicable to the Company effective December 1, 2015.

### 2. OBJECTIVE

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. DEFINITIONS

- a) **Act:** "Act" means the Companies Act, 2013 including any amendment or modification thereof.
- b) **Board:** Board means Board of Directors of the Company
- c) **Company:** "Company" means Unique Organics Limited.
- d) **Compliance Officer:** "Compliance Officer" means the Company Secretary of the Company who is responsible to perform duties as required under section 205 of the Companies Act 2013 and Regulation 6 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015.
- e) **Director:** "Director" means a person as defined in Section 2(34) of the Companies Act, 2013 and presently appointed as a Director in the Company.

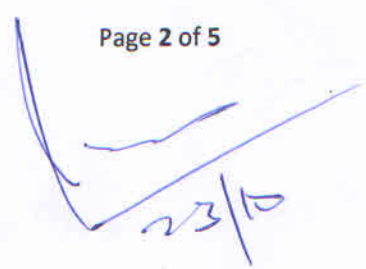


- f) **Document:** For the purpose of this policy, document may include the following:
- (i) 'books and papers' as defined in clause 12 of section 2 of the Companies Act, 2013;
  - (ii) 'books of accounts' as defined in clause 13 of section 2 of the Companies Act, 2013;
  - (iii) 'documents' as defined in clause 36 of section 2 of the Companies Act, 2013;
  - (iv) 'registers' as defined in clause 74 of section 2 of the Companies Act, 2013
  - (v) Any other documents required to be maintained or preserved including all business records of the Company in written, printed and recorded matter and electronic forms of records and includes summons, notice, requisition, order, declaration, form and register, whether issued, sent or kept in pursuance of the Companies Act 2013, SEBI Act 1992 or under any other law for the time being in force or otherwise, maintained on paper or in electronic form.
- g) **Employees:** "Employees" shall mean the employees and office-bearers of the Company, including but not limited to Whole Time Directors.
- h) **Regulations:** "Regulations" shall mean SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015
- i) **Secretarial Standards:** "Secretarial Standards" means standards issued by the Institute of Company Secretaries of India under section 118 (10) of the Companies Act 2013.
- j) Any other term not defined herein shall have the same meaning as defined in the SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015, Companies Act, 2013, Securities Contract Regulation Act or any other applicable law or regulations.

### 3. TYPE OF DOCUMENTS, MODE OF PRESERVATION 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.

**Category (C):** Other documents not covered in Category A and B above (listed in **Annexure 3**), shall be maintained and preserved as per prevailing law in force or case to case basis and may be destroyed as normal administrative practice from time to time or any time when they become non-relevant for the Company.

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

#### **4. ROLES & RESPONSIBILITIES**

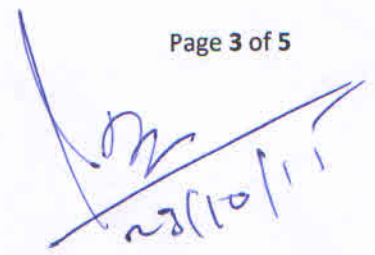
The respective Departmental Heads of the Company shall be responsible for maintenance and preservation of documents in terms of this policy.

#### **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 as per the prevailing law from time to time.

#### **6. PROCEDURE FOR DISPOSAL OF DOCUMENTS**

The Documents of the Company which are no longer required as per the time schedule prescribed may be destroyed. The Management/Compliance Officer may direct Employees in charge from time to time to destroy the Documents which are no longer required as per this Policy. The details of the Documents



Handwritten signature and date: 28/10/11





# UNIQUE ORGANICS LIMITED

CIN: L24119RJ1993PLC007148

Reg. Office: E-521, Sitapura Industrial Area, Near Sanganer, Tonk Road, Jaipur-22 (Raj)

Phone: +91-141-2521804, Fax: +91-141-2523653

E-mail: [compliance@uniqueorganics.com](mailto:compliance@uniqueorganics.com); Website: [www.uniqueorganics.com](http://www.uniqueorganics.com)

destroyed by the Company shall be recorded in the Register for Disposal of Records to be kept by Employees who are disposing of the Documents in the format prescribed at **Annexure 4**.

## Annexure 1:

### Documents whose preservation shall be permanent in nature:

S.No	Nature of Document(s)
01	All documents and Information originally filed with ROC for Incorporation of Company
02	All papers related to title of land and fixed assets of the Company.
03	License and Permissions
04	Statutory Registers
05	Statutory Forms except for routine compliance
06	Memorandum of Association and Articles of Association as originally filed and updated from time to time
07	Register of Members
08	Index of Members
09	Minutes of General Meeting
10	Minutes of Board Meeting
11	Minutes of various Committee Meetings
12	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:

S.No	Nature of Document(s)
01	Books of Accounts including all papers relevant to purchase, sales, income, expenses and other.
02	Employees Information Records
03	Register of Debenture holders
04	Index of Debenture holders
05	Litigation files including Legal Memoranda and Opinions including subject matter files
06	Office copies of Notice of General Meeting and related papers, Scrutinizers report.
07	All notices pertaining to disclosure of interest of directors
08	Office copies of Notice of Board Meeting / Committee Meeting, Agenda,

*[Handwritten signature and date]*  
23/10/15

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	Notes on Agenda, attendance register and other related papers
09	Any other document as may be required to maintain in terms of applicable law(s), maintained and preserved from time to time.

### Annexure 3:

**Other documents not covered in Category A and B above, which shall be maintained and preserved as per prevailing law in force or case to case basis and may be destroyed from time to time or any time when they become non-relevant for the Company:**

S.No	Nature of Document(s)
01	Copies of press cuttings, press statements or publicity material;
02	Catalogues;
03	Letters of appreciation or sympathy, or anonymous letters;
04	Copies of maps, plans, charts, advertising material
05	Facsimiles where a photocopy has been made;
06	Drafts of reports, correspondence, speeches, notes, spread sheets, etc
07	Exhibition and publicity materials;
09	Routine statistical and progress reports compiled and duplicated in other reports
10	E-mails and other computer data files.
11	Any other documents, files in any form not covered above.

### Annexure 4:

#### Format of Register for Disposal of Records:

S. No.	Particulars of documents destroyed	Date and mode of destruction with the initials of Secretary or other authorised person

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