

PRIYA INTERNATIONAL LIMITED

POLICY FOR PRESERVATION OF DOCUMENTS

(Adopted by the Board of Directors on 4th November, 2015
which will be effective from 1st December, 2015)

1. OBJECTIVE:

Pursuant to Regulation 9 of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015 (the "Regulations"), the Company is required to frame a policy for preservation of documents. The records and documents of the Company are important assets of the Company and its retention is an important substantive component of many of the laws with which most companies must comply and which helps to be a compliant organization. The objective of this policy is to categorize the documents which are to be preserved permanently and documents which are to be preserved for not less than eight years after completion of the relevant transactions, by the Company.

2. DEFINITIONS

- a) "Regulations" shall mean SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015.
- b) "Company" means **Priya International Limited**.
- c) "Board" means Board of Directors of the Company.
- d) "Director" means a person as defined in Section 2(34) of the Companies Act, 2013 and presently appointed as a Director in the Company.
- e) "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.
- f) "Document" means 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) "Books of Account" shall have the same meaning as defined under section 2 (13) of the Companies Act, 2013 and any amendments thereto.
- h) "Financial Statement" shall have the same meaning as defined under section 2 (40) of the Companies Act, 2013 and any amendments thereto.
- i) 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. DOCUMENTS TO BE PRESERVED PERMANENTLY

| Sr. No. | Name of Documents |
|----------------|---|
| 1 | Minutes of the meeting of Board of Directors, Committee constituted by the Board and meeting of shareholders, Memorandum & Articles of Association, the statutory registers, records and documents required to be kept permanently by the Company as prescribed under the Companies Act, 2013, Rules thereunder (including re-enactment thereof) and other relevant applicable laws, Guidelines, Rules and Regulations. |
| 2 | All the licenses, registrations, approvals received by the Company under the applicable Rules, Regulations & Statutes. |
| 3 | Trademark and other IPR registrations. |

4. DOCUMENTS TO BE PRESERVED FOR NOT LESS THAN EIGHT YEARS AFTER COMPLETION OF RELEVANT TRANSACTIONS

| Sr. No. | Name of Documents |
|----------------|--|
| 1 | All the registers, forms, returns, records and documents required to be maintained for the statutory period prescribed under the Companies Act and any other applicable laws, Guidelines, Rules and Regulations. |
| 2 | Books of accounts, Financial Statements and other records connected thereto. |
| 3 | Tax Returns and other filings made under the Income Tax Act and other applicable laws, rules and regulations. |
| 4 | All contracts, documents and agreements including property documents executed by the Company. |

5. PRESERVATION IN ELECTRONIC MODE

The company may, at its discretion, maintain and documents or records in electronic mode. Where any documents are being maintained in electronic form, they may be maintained in addition to, or instead of physical form, at the discretion of the company, provided that where the documents are being maintained in electronic form only, the company shall take such steps as it deems appropriate to ensure the security of such records, which steps may include taking of backups. The Company shall maintain all the documents in electronic mode for such period and in such manner as deemed appropriate, provided that where any documents referred to in Paragraphs 3 and 4 above, are being maintained only in electronic form, they shall be maintained for such minimum periods as set out therein.

6. AMENDMENTS TO THE POLICY

The Board of Directors can amend this Policy, as and when deemed fit. 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.
