



MEGA NIRMAN & INDUSTRIES **LIMITED**

Regd Office: 257, 2nd Floor, Satyam Tower, Commercial Complex, Paschim Vihar, New Delhi-110063

POLICY FOR PRESERVATION OF DOCUMENTS

Pursuant to Regulation 9 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015

(Approved by the Board of the Directors of the Company in its Board Meeting held on 10th February, 2016)



1. Legal Framework

The Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations") notified on Sept 02, 2015 read with **SEBI Circular CIR/CFD/CMD/4/2015 dated Sept 09, 2015 and pursuant to Reg. 9** of the Listing Regulations requires every listed company frame a policy for preservation of the documents.

The Board of Directors of **Mega Nirman & Industries Limited** (the "Company") is obliged to formulate a policy for "preservation of the documents" to comply with the requirements of Regulation 9 of the Listing Regulations. The Board shall review, and if found required, may amend this policy from time to time.

2. Definition

"Act" means the Companies Act, 2013, Rules framed thereunder and any amendments thereto;

"Regulations" means Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and amendments thereto;

"Company", "The Company", shall mean **"Mega Nirman & Industries Limited"**.

"Board of Director" or **"Board"**, means the collective body of the Directors of the Company;

"Policy" or **"This Policy"** means, "Policy on preservation of Documents."

"Maintenance" means keeping Documents, either physically or in Electronic Form.

"Preservation" means to keep in good order and to prevent from being altered, damaged or destroyed.

"Compliance Officer" the Company Secretary and/or a Key Managerial Person appointed by the Board of Directors of the Company as the Compliance Officer for the purpose of these regulations from time to time.





3. DOCUMENTS WHOSE PRESERVATION SHALL BE PERMANENT IN NATURE

The Following documents of permanent nature 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.

- a. Annual Reports of the Company.
- b. Minutes of all the General Meetings.
- c. Disclosure made under the SEBI Insider and Takeover Regulations and the SEBI (LODR) Regulations, 2015 to the Stock Exchange from time to time.
- d. Memorandum and Articles of Association of the Company as may be amended from time to time.
- e. Letter of offer related to public issue, right issue, further issue, buyback offer, etc. (if any)
- f. Scrutinizers` Reports.
- g. Register of Members.
- h. Statutory Forms and disclosures except for routine compliance.
- i. Common Seal.
- j. Any others, if Board of Director may deem fit.





4. DOCUMENTS WHOSE PRESERVATION SHALL BE FOR THE TERM NOT LESS THAN EIGHT YEARS

The Following documents of the company to be maintained and 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

- a. Notice of the Board Meetings given to the Stock Exchange for considering matters relating to pre- intimations required to be submitted to the Stock Exchange.
- b. Date for the Book Closures and Record dates for various purposes as may be decided by the Company from time to time.
- c. Quarterly and half yearly and annual financial results of the Company.
- d. Quarterly Shareholding Pattern.
- e. Results of the E-voting, General Meetings, Postal ballot etc.
- f. Change in the Constitution of the Board of Directors, KMP, Compliance Officer, Auditors, Secretarial Auditors, Share Transfer Agent.
- g. Agreement with the Share Transfer Agent, Depositories.
- h. Any Price sensitive information given or provided to the Stock Exchange under Regulation 30 of the SEBI (LODR) Regulations, 2015.
- i. Recommendation and payment of dividend to the Shareholders, if any.
- j. Details of the Complaints received and resolved by the Company.
- k. Copy of the orders issues by the SEBI or Stock Exchanges relating to Securities Listed with the Stock Exchanges.





5. RESPONSIBILITY OF EMPLOYEES FOR THE PRESERVATION OF THE DOCUMENTS

The Company Secretary and in absence thereof the Key Managerial Personal appointed by the Board of Directors of the Company are responsible for taking into account the potential impacts on preservation of the documents and their decision to retain/ preserve or destroy documents.

6. AUTHORISED FOR MONITORING THE POLICY

The Company Secretary or any Key Managerial Personal of the Company authorised by Board of Directors shall be responsible for monitoring the Policy. The authorised person shall inform its Board of Directors about the monitoring of the Policy.

7. SECURITY OF DOCUMENTS

The Board shall ensure that all the documents shall keep in safe place in the Company premises. The Board may authorize person for the security of documents, who shall be responsible for safe custody of documents.

