

POLICY FOR PRESERVATION OF DOCUMENTS

1. Preface

In terms of Regulation 9 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, the company is required to formulate a policy for preservation of documents required to be maintained.

The Board of Directors of Bannari Amman Sugars Limited (the "Company") has approved the following Policy of the Company for preservation of Documents / Records maintained by the Company either in Physical Mode or Electronic Mode.

2. Purpose of the Policy

The purpose of this Policy is to ensure that all the necessary documents and records of the Company are adequately protected and preserved as per the statutory requirements and to ensure that the records of the Company which are no longer needed or are of no value are discarded after following the due process for discarding the same. This Policy is also for the purpose of aiding employees of the Company in understanding their obligations in retaining and preserving the documents and records which are required to be maintained as per the applicable statutory and regulatory requirements.

3. Administration

The approved Documents Preservation Schedule is attached herewith as Annexure-I. The company may preserve the Documents in electronic mode also.

The Company Secretary, Chief Financial Officer, Heads of the Departments who are responsible for their respective areas of operation shall be in-charge of administration of this Policy and the implementation process and procedures to ensure that the Document Preservation Schedule is followed.

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.

4. Procedure for disposal of Documents

After the expiry of the statutory period, the preserved documents may be destroyed in such mode under the instruction and supervision of the respective Heads of the Department. The details of the documents destroyed by the Company shall be recorded in the Register to be maintained by the Head of the Department in the following format.

REGISTER OF DOCUMENTS DESTROYED

Sl.No.	Date	Particulars of documents destroyed	Mode of destruction	Signature of the Responsible Officer
1				
2				
3				
4				
5				
6				

ANNEXURE-I**BANNARI AMMAN SUGARS LIMITED
DOCUMENTS PRESERVATION SCHEDULE****A: Corporate Records**

Sr. No.	Document Type	Preservation Period
1.	Certificate of incorporation, Certificate of Commencement of business, Memorandum and Articles of Association (as amended from time to time)	Permanent
2.	Minutes Books of Board, General Meetings and Committees Meetings.	Permanent
3.	Licenses and Permissions	Permanent
4.	Statutory Forms except for routine compliance	Permanent
5.	Audited Financial Statements	Permanent
6.	Register of Members	Permanent
7.	Index of Members	Permanent
8.	Other Statutory Registers prescribed under the Companies Act, 2013 and other statutes	Permanent
9.	Annual Returns	8 years
10.	Board Agenda and supporting documents	8 years
11.	Attendance Register	8 years
12.	Office copies of Notice of General Meeting and related papers	8 years
13.	Office copies of Notice of Board Meeting/Committee Meeting, Agenda, Notes on Agenda and other related papers	8 years
14.	Register of Debenture-holders	15 years after the redemption of debentures
15.	Index of debenture-holders	15 years after the redemption of debentures

B: All other documents

All other documents of the Company shall be maintained in compliance with the requirements of the applicable laws.