



## **SIS LIMITED**

### **POLICY ON PRESERVATION OF DOCUMENTS**

## 1. Purpose and Scope

The purpose of this document is to present a high level policy statement for SIS Limited (“the Company”) regarding preservation of its documents in accordance with the provisions of the Companies Act, 2013 and the provisions of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“SEBI Listing Regulations”).

The policy is intended to define the Company’s preservation of documents and to provide guidance to the executives working in the Company. It also frames the guidelines for fundamental accountability of the Company to retain and preserve its documents as the basis for communication with a range of external stakeholders.

The policy is framed for the purpose of systematic identification, categorization, maintenance, review, retention and destruction of documents received or created in the course of business. The policy would contain guidelines on how to identify documents that need to be maintained, how long certain documents should be retained, how and when those documents should be disposed of, if no longer needed and how the documents should be accessed and retrieved when they are needed.

This policy has been adopted and approved by the Board of Directors at its meeting held on **July 27, 2016**.

## 2. Statutory Mandate

This policy on preservation of documents is formulated pursuant to the provisions of Regulation 9 of Chapter III of SEBI Listing Regulations. Under this regulation, the Company has a strategic objective of ensuring that significant documents are safeguarded and preserved to ensure its longevity of priority documents including its electronic resources.

## 3. Classification of Documents to be preserved/ retained

Based on the recommendation of the management of the Company, the Board of Directors have classified the following documents are to be retained and preserved for posterity. The documents listed below are without prejudice to the requirements under various laws (*as may be amended from time to time*) which prescribe the retention period of various documents.

Sr. No.	Nature of documents	Categories
1	Documents that need to be preserved/ retained permanently	Doc-1
2	Documents that may be preserved/ retained for a period of 8 years as specified under the Companies Act, 2013 or SEBI Listing Regulations	Doc-2
3	Documents to be preserved electronically and archived when necessary	Doc-3

4	Documents that may be required by judicial proceedings and which may be destroyed after closure of the legal case	Doc-4
5	Emails of all employees in the Band 4 and above for a period of 3 years	Doc-5
6	Documents like budget papers etc., which may be retained for less than 8 years	Doc-6

**4. Principle of Responsibility of Employees for Preservation of Documents**

All the Employees in the permanent rolls of the Company are responsible for taking into account the potential impacts on preservation of the documents in their work area and their decision to retain/ preserve or destroy documents pertaining to their area.

**5. Periodical Review of the Policy by Top Management**

The Policy should be flexible and easy to understand and comply with by all levels of employees. The policy should be reviewed periodically by the Top Management and amendments effected to subject to approval of the Board if and when practical difficulties are encountered. The Top management may also review the policy on document retention to comply with any local, state, central legislations that may be promulgated from time to time.

**6. Administration**

The Record Retention Schedule approved by the Board of Directors for initial maintenance, retention and disposal schedule for physical records is as given in the Annexure.

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**Type of Records:**

- 1) Accounting and Finance records including Annual Financial statement
- 2) Insurance Records
- 3) Tax records
- 4) Corporate Records including Certificate of Incorporation, Listing Agreement and other approvals from other statutory authorities.
- 5) Legal Files and Records
- 6) Property Records
- 7) Payroll Records
- 8) Pension and retiral related Records  
Personnel and HR Records
- 9) Corporate Social Responsibility Records
- 10) Correspondence and Internal Memoranda
- 11) Electronic Documents including email retention and back up

**1. Accounting and Finance records including Annual Financial statement**

<b>Record Type</b>	<b>Retention Period</b>	<b>Document Type</b>
Accounts Payable ledgers and schedules	8 Years	Doc-2
Accounts Receivable ledgers and schedules	8 Years	Doc-2
Annual Audit Reports and Financial Statements	Permanent	Doc-1
Annual Audit Records, including work papers and other documents that related to the audit	8 years after completion of audit or IT assessment whichever is later	Doc-2
Annual Plans and Budgets	3 years after the budget year is closed	Doc-6
Bank Statement and Cancelled Cheques	8 years	Doc-2
Employee Expense Reports	8 years	Doc-2
General Ledger/ERP system full back up	Permanent	Doc-1
Interim Financial Statements	8 years	Doc-2
Notes Receivable ledgers and schedules	8 years	Doc-2
Investment Records	Permanent	Doc-1
Security deposit receipt copies	3 years after termination of the contract	Doc-6
Insurance Policies for the Company	Permanent	Doc-1
Claim records [company related]	8 years or after completion of process whichever is later	

## 2. Insurance Records

Record Type	Retention Period	Document Type
Annual Loss Summaries	8 Years	Doc-2
Audits and Adjustments	8 Years	Doc-2
Claim Files (Including correspondence, medical records, injury documentation, etc.	Permanent	Doc-1
Group Insurance Plans – Active Employees	8 years	Doc-2
Group Insurance Plans – Retirees	Permanent	Doc-1
Insurance Policies for the Company	Permanent	Doc-1
Journal Entry Support Data	8 years	Doc-2
Releases and Settlements	Permanent	Doc-1

## 3. Tax records

Record Type	Retention Period	Document Type
Tax-Exemption Documents and related correspondence	Permanent	Doc-1
Excise Tax records	Permanent	Doc-1
Payroll Tax records	8 years	Doc-2
Tax Bills, Receipts, Statements	8 years	Doc-2
Tax Returns – Income, Franchise, Property	Permanent	Doc-1
Tax work paper packages - Originals	8 years	Doc-2
Sales Tax Records	8 years	Doc-2
Annual Information Returns – State and Central	Permanent	Doc-1
Service Tax Records	8 years	Doc-1
Consultant Reports	3 years	Doc-6

Responsibility for maintaining the records specified under tables 1 and 3 above rests with the Finance and Accounts Department of the Company and table 2 rests with Human Resources Department of the Company.

## 4. Corporate Records including Certificate of Incorporation, Listing Agreement and other approvals from other statutory authorities.

Record Type	Retention Period	Document Type
Corporate Records (certificate of incorporation, commencement of business, listing agreement, common seal, minutes book of board and committees thereof, minutes of annual general meetings, extra-	Permanent	Doc – 1

ordinary general meeting, meetings conducted through postal ballot, etc.)		
Licence and Permits, Industrial entrepreneurial Memorandum, and other statutory approvals	Permanent	Doc – 1
ROC Filings and Stock Exchange filings in physical and Electronic form	Permanent	Doc – 1
Material agreements of the Company	Permanent	Doc – 1

Responsibility for maintaining the records specified under table 4 above rests with the Secretarial Department of the Company.

## 5. Legal Files and Records

Record Type	Retention Period	Document Type
Legal Memoranda and Opinions	3 years after the closure of the matter	Doc – 4
Litigation files	1 year after expiration of disposal of the case	Doc – 4
Court Orders	Permanent	Doc – 1

Responsibility for maintaining the records specified under table 5 above rests with the Legal Department of the Company.

## 6. Property Records

Record Type	Retention Period	Document Type
Correspondence, Property Deeds, Assessments, Licenses, Rights of Way	Permanent	Doc – 1
Original Purchase / Sale Deeds	Permanent	Doc – 1
Original Lease Agreements	3 years after expiration of the lease	Doc – 6

Responsibility for maintaining the records specified under table 6 above rests with the Chairman's Secretariat of the Company.

## 7. Payroll Records

Record Type	Retention Period	Document Type
Employee Deduction Authorization	3 years after termination of service of employment	Doc – 6
Payroll Deductions	3 years after termination of service of employment	Doc – 6

Labour Distribution Cost Records including details regarding gratuity and retiral disbursements	3 years after termination of service of employment	Doc – 6
Payroll Registers (Gross and Net)	3 years after termination of service of employment	Doc – 6
Time Cards / Sheets	2 years	Doc – 6
Unclaimed Wage Records	3 years	Doc – 6
Leave Records	2 years after the relevant period	Doc - 6
Retirement and Pension Records	Permanent	Doc – 1

Responsibility for maintaining the records specified under table 7 above rests with the Human Resources Department of the Company.

## 8. Personnel and HR Records

<b>Record Type</b>	<b>Retention Period</b>	<b>Document Type</b>
Personnel Files of individual employees	Permanent	Doc – 1
Commission / Bonuses / Incentives / Awards	8 years	Doc – 2
Employee Earnings Records	3 years after termination of service of employment	Doc – 6
Employee Handbook & Induction Manual	Permanent	Doc – 1
Employee Medical Records	3 years after termination of service of employment	Doc – 6
Attendance records, application forms, job or promotion records, performance evaluations, termination papers, test results, training and qualification records, enquiry related papers	3 years after termination of service of employment	Doc – 6
Employment Contracts – Individual	3 years after termination of service of employment	Doc – 6
Correspondence with Employment Agencies and Advertisements for job openings	3 years	Doc – 6
Job Description	3 years after superseding the earlier document	Doc – 6
Policy and procedures manuals – Original	Current version with revision history	Doc – 6
Policies and procedures manuals - Copies	Retain current version only	Doc – 6

Responsibility for maintaining the records specified under table 8 above rests with the Human Resources Department of the Company.

## 9. Corporate Social Responsibility Records

Record Type	Retention Period	Document Type
Records on CSR Projects (including amount budgeted, spent and balance if any) projects undertaken and progress thereon	Permanent	Doc – 1

Responsibility for maintaining the records specified under table 9 above rests with the Finance and Accounts Department of the Company.

## 10. Correspondence and Internal Memoranda

General Principle: Most correspondence and internal memoranda should be retained for the same period as the document they pertain to or support. For instance, a letter pertaining to a particular contract would be retained as long as the contract

- a) Those pertaining to routine matters and having no significant, lasting consequences should be discarded within two years.
- b) Those pertaining to non-routine matters or having significant lasting consequences should generally be retained permanently.

Responsibility for maintaining the records specified under 10 above rests with the respective functional departments of the Company.

## 11. Electronic Documents including email retention and back up

Electronic Mail: Not all email needs to be retained, depending on the subject matters.

Record Type	Document Type
All e-mails – from internal and external sources to be deleted after 24 months.	Doc – 5
Staff will strive to keep all but an insignificant minority of their email related to business issues.	
Central I.T team would archive email for six months after the staff has deleted it after which time the email will be permanently deleted.	
Staff will not store or transfer the Company related emails on non-work related computers except as necessary or appropriate with due approvals from the Central IT team and the respective Managers.	
Staff will take care not to send confidential / proprietary information to outside sources.	



Any e-mail that the staff deemed vital to the performance of their job should be copied to the staff's specific folder and/or printed and stored in the employees' workplace.	
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Electronic Documents including PDF files.

<b>Record Type</b>	<b>Document Type</b>
PDF documents – Can be a maximum period of 8 years. But the said document may be destroyed depending upon the completion of the job or its use coming to an end.	Doc – 3
Text / Formatted files – All word / excel / Power point files may be deleted once every year depending on the importance or lack of it.	

Web page files

<b>Record Type</b>	<b>Document Type</b>
May be retained for a period of 5 years as specified in SEBI's LODR Regulations, 2015.	Doc – 3
May be archived by the I.T. department with the support of the service provider for a period of 3 years after the initial period of five years of live page.	

Responsibility for maintaining the records specified under 11 above rests with the Information Technology department of the Company.