



**POLICY ON  
PRESERVATION OF DOCUMENTS  
AND  
ARCHIVAL OF DOCUMENTS  
IN WEBSITE**

**(As amended by the Board of Directors at their meeting held on 29th May 2019)**

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**DOCUMENT CONTROL**

<b>Document Information</b>	
<b>Company</b>	Sakthi Finance Limited (" <b>SFL</b> "), Coimbatore
<b>Document Title</b>	Policy on Preservation of Documents and Archival of Documents in Website
<b>Classification</b>	Public

<b>Document Owner</b>	
<b>Name</b>	<b>Title</b>
Sri S Venkatesh	Company Secretary and Chief Compliance Officer

<b>Document History</b>			
<b>Sl No</b>	<b>Date</b>	<b>Nature of Document</b>	<b>Remarks</b>
1	12th February 2016	Base Document	Initially the Policy on Preservation of Documents and Archival of Documents in Website was adopted by the Board of Directors
2	29th May 2019	Amendment	Amendments were made in line with the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015

**ABBREVIATIONS USED**

the "Board"	Board of Directors
the "Regulations"	SEBI (Prohibition of Insider Trading) Regulations 2015
the "Act"	The Companies Act 2013

## 1.0 INTRODUCTION

1.1. Pursuant to Regulation 9 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations 2015 (**Listing Regulations**), the Board of Directors ("**the Board**") of Sakthi Finance Limited ("**the Company**") has adopted this Policy at their meeting held on 12th February 2016 on preservation of documents and archival of documents in its website.

## 2.0 PRESERVATION OF DOCUMENTS

2.1. Generally, all corporate records of the Company are to be retained for a period not less than eight years and may be destroyed thereafter, except those specifically mentioned hereunder:

Sl No	Description of Document	Period of maintenance
1	Minutes of meetings of the Board of Directors and any Committee thereof	To be maintained permanently
2	Board/Committee Meeting notices, agenda, agenda notes and other papers	To be maintained for a period of eight years (or as long as they are in vogue, whichever is later) and may be destroyed thereafter after obtaining specific approval of the Board.
3	Minutes of general meetings of members or any other security holders or class meetings, including those held through postal ballot	To be maintained permanently.
4	Notices of general meetings of members or any other security holders or class meetings, including those held through postal ballot, scrutinisers' reports and other related papers	To be maintained for a period of eight years or as long as they are in vogue, whichever is later and may be destroyed thereafter after obtaining specific approval of the Board, and where applicable with the approval of the Central Government.
5	All registers maintained under the Companies Act 1956/2013	To be maintained permanently
6	Books of Accounts and Income Tax Records	To be maintained for eight years after completion of relevant transactions or assessment for which the records were last used, unless a longer period is specifically mentioned in the applicable statute.

7	Audited annual financial statements, Reports of Board of Directors and of Auditors	To be maintained permanently
8	Prospectus relating to securities issued and the letters of approvals of SEBI and/or stock exchanges for such issues, including permission for listing and trading.	To be maintained permanently
9	All other papers relating to issue of securities	To be maintained for a period of eight years.
10	Declarations, disclosures and certificates given by Directors and Key Managerial Personnel	To be maintained for a period of eight years
11	Quarterly, half yearly and annual financial results (audited or unaudited), together with Assets and Liabilities Statement, as may be applicable, and the Limited Review Report/Auditors Report, Shareholding Pattern, Corporate Governance Reports, and all other forms and announcements filed with stock exchanges	To be maintained for a period of eight years.
12	Hire Purchase Agreements and related documents involving any legal dispute	To be maintained for a period of eight years or until the legal dispute, if any, has come to a close, whichever is later

### **3.0 ARCHIVAL OF INFORMATION OR DOCUMENTS IN WEBSITE**

3.1. The Company is posting information as may be required by Listing Regulations and other Regulations/statute for information of the stakeholders. These information shall be maintained for a period of five years from the date of posting or till such time they remain in vogue, whichever is later. Thereafter this information can be archived.

### **4.0 AMENDMENT**

4.1. The Board of Directors shall have the right to withdraw, substitute and/or amend this Policy at any time as it may deem necessary and appropriate. The decision of the Board in this respect shall be final and binding.

Date: 29th May 20219

Place: Coimbatore

**(As amended by the Board of Directors at their meeting held on 29th May 2019)**