



*POLICY ON PRESERVATION OF DOCUMENTS/ ARCHIVAL
POLICY ON WEBSITE DISCLOSURE*

1. Preface

The Board of Directors (the "Board") of Raunaq EPC International Limited (the "Company") has approved the following Policy ("The Policy") of the Company for preservation of Documents /Records maintained by the Company either in Physical Mode or Electronic Mode including those which are disclosed on the website of the Company (hereinafter referred to as "the Documents"). This Policy has been formulated in accordance with the Regulation 9 and Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Listing Regulations).

2. Purpose of the Policy

The purpose of this Policy is to ensure that the 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

Attached as **Appendix A** is a Documents Preservation Schedule that is approved as the Initial Schedule for maintenance, preservation and disposal of the Documents. The Company may preserve the Documents in electronic mode. The Compliance Officer of the Company, (the Administrator) shall be in-charge of administration of this Policy and the implementation process and procedures to ensure that Documents Preservation Schedule is followed. The Administrator is also authorised to make modifications to the Documents Preservation Schedule from time to time to ensure that it is in compliance with local, State and Central Laws and monitor compliance with this Policy.

4. Destruction of Records

Records which no longer serve a useful purpose should be destroyed. This would free filing equipment for storage of records currently needed in the conduct of business. Records destruction can also improve operational efficiency by reducing the quantity of records to be searched in order to locate the needed information.



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However, it be noted that all confidential records shall be destroyed only after the approval of the Directors of the Company or the Company Secretary.

The modes of destruction of records shall include (but not limited to) the following:

- a. Confidential paper records- shall be destroyed by making them unreadable.
- b. Non-confidential paper records- shall be sold to waste-paper dealers or recycled.
- c. Electronically stored records- shall be erased or destroyed with the help of the Computer Department.
- d. Destruction of magnetic media records such as floppy disks- shall be destroyed by reformatting the same at least once.
- e. Destruction of optical media records such as rewritable disks- shall be destroyed by cutting, crushing or other physical means.

5. Manner of Public Disclosure of records published on the Website of the Company

The documents required to be published on the website of the Company shall be hosted under the "Investors" section of the website till 5 (Five) years from its disclosure on the website of the Company i.e. www.raunaqinternational.com.

Thereafter, the same shall be transferred to the "Past Information/Events" section till such time as may be instructed by the Directors of the Company or the Company Secretary. However, in case of any updation in disclosure of such published record, the older record can be removed from the website of the Company as per the will of the Directors of the Company or the Company Secretary, provided it does not lead to contravention of any law(s) or regulation(s) in force.

6. Communication of this Policy

This Policy shall be posted on the website of the Company i.e. www.raunaqinternational.com.

7. Role and Responsibility of various Departmental heads

- a. The Departmental heads must be familiar with this policy and educate their Department in this regard.
- b. They must restrict access to confidential records and information.
- c. They must coordinate in the destruction of the records when required.

8. Amendment

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.



APPENDIX "A" – DOCUMENTS PRESERVATION SCHEDULE

The Documents Preservation Schedule is organised as follows:

Section Topic

- A. Corporate Records
- B. Accounts and Finance
- C. Tax Records
- D. Legal Files and papers
- E. Property Records
- F. Projects Records
- G. Correspondence and Internal Memo
- H. Insurance Records
- I. Personnel Records
- J. Electronic Records

A: Corporate Records		
Sr. No.	Record Type	Preservation period
Documents to be retained permanently		
1.	Common Seal	Permanent
2.	Minutes Books of Board, General Meetings and Committees Meetings	Permanent
3.	Statutory Registers	Permanent
4.	License and Permissions	Permanent
5.	Statutory Forms except for routine compliance	Permanent
6.	Scrutinizers Reports	Permanent
7.	Register of Members	Permanent
8.	Index of Members	Permanent
Documents to be retained for a minimum period of 8 years		
9.	Annual Returns	8 years from the filing with the Ministry of Corporate Affairs
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