

## **POLICY FOR PRESERVATION OF DOCUMENTS**

### **1. PREAMBLE:**

The Board of Directors (Board) of **Raminfo Limited** (“the Company”) has adopted the following policy and procedure with regard to preservation of documents as defined below.

### **2. PURPOSE:**

This policy is framed as per requirement of Regulation 9 of SEBI (Listing Obligations and Disclosures Requirements) Regulation, 2015

### **3. INTRODUCTION:**

A document preservation policy involves the systematic identification, categorization, maintenance, review, retention, and destruction of documents received or created in the course of business.

The policy contains the guidelines 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 should be accessed or retrieved when they are needed as per the rules made under the law.

### **4. DEFINITIONS:**

- a. Act: Means the Companies Act, 2013
- b. Board of Directors: The Board of Directors of **RAMINFO LIMITED**
- c. The Company: Means “**RAMINFO LIMITED**” or “the Company”
- d. SS-1: Means Secretarial Standard-1 for the Board Meetings as notified by the ICSI
- e. SS-2: Means Secretarial Standard-2 for the General Meeting as notified by the ICSI
- f. SEBI (LODR) Regulation, 2015: Means SEBI (Listing Obligations and Disclosures Requirements) Regulation, 2015
- g. 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.
- h. SEBI: The Securities and Exchange Board of India
- i. Rules: Rules made under the Companies Act, 2013.
- j. Regulation: Regulation made under SEBI Act.

## **5. DOCUMENTS WHOSE PRESERVATION SHALL BE PERMANENT IN NATURE:**

The Board of Directors shall decide necessity of preservation of documents permanently from time to time as required under the Act and Regulation.

### Documents/records related to Accounts, Secretarial Department:

Notwithstanding anything contained herein the Act, SS-1 and SS-2 the following documents/ records maintained under the Act, Rules and Regulation shall be preserved permanently:-

- a. Financial Statements, annual reports.
- b. Annual Returns filed with the RoC.
- c. Minutes of all the General Meetings.
- d. Disclosures made under the SEBI Insider and Takeover Regulations and the SEBI (LODR) Regulations, 2015 to the Stock Exchange from time to time.
- e. Memorandum and Articles of Association of the Company as may be amended from time to time.
- f. Shareholders and Joint Venture agreement.
- g. Letter of Offer related to public issue, right issue, further issue, buyback offer, etc.
- h. any others, if Board of Directors may deem thin fit.

## **6. DOCUMENTS WITH PRESERVATION PERIOD OF NOT LESS THAN EIGHT YEARS COMPLETION OF THE RELEVANT TRANSACTION:**

- 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 including details for pledge of shares and any changes therein.
- e. Results of the E-Voting, General Meetings, Postal Ballot etc.
- f. List of Unpaid Dividend to the shareholders
- g. Change in the constitution of the Board of directors, KMP, Compliance Officer, Auditors, Secretarial Auditors, and Share Transfer Agent.
- h. Agreement with the Share Transfer Agent, Depositories
- i. Any price Sensitive Information given or provided to the Stock Exchange under Regulation 30 of the SEBI (LODR) Regulations, 2015.
- j. Recommendation and payment of dividend to the shareholders
- k. Details of the Complaints received and resolved by the Company.
- l. Corporate Governance Report submitted to the Stock Exchange on quarterly and annual basis.
- m. Copy of the orders issued by the SEBI or Stock Exchanges relating to securities listed with the Stock Exchanges.

The above said documents shall be preserved by the Company on its website for a period at least 8 years. The Board of Directors may decide the preservation period for any particular documents.

#### **7. RESPONSIBILITY OF EMPLOYEES FOR PRESERVATION OF 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 in their work area and their decision to retain/ preserve or destroy documents pertaining to their area.

#### **8. AUTHORIZED FOR MONITORING THE POLICY:**

The Company Secretary or any one Key Managerial Personnel of the Company authorized by Board of Directors shall be responsible for monitoring the Policy. The authorized person shall take necessary step to discharge his duty.

#### **9. PRESERVATION PRINCIPLES:**

It is only through preservation that continued availability and access to items in the collections can be maintained. The following principles shall be kept in mind:-

- ❖ Where possible, documents are preserved in their original format, respecting the physical integrity and authenticity of the original documents.
- ❖ Active conservation is employed when appropriate to prevent further deterioration or damage to an item, or to enable access to be given.
- ❖ Appropriate conservation measures will take into account the needs, value, significance, and usage of the item in question.

#### **10. 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.

#### **11. REVIEW OF THE POLICY:**

The Board of Directors of the Company shall review the policy on annual basis. The authorized person shall provide regular assurance to Board on the effectiveness of the Policy.

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