

R & B DENIMS LIMITED

PRESERVATION OF DOCUMENTS & ARCHIVAL POLICY

Approver	Board of Directors
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PRESERVATION OF DOCUMENTS & ARCHIVAL POLICY

TITLE

This policy shall be called "*Preservation of Documents & Archival Policy*". In short it can also be called as "PDAP"

PREAMBLE

In terms of Regulation 9 of the Securities and Exchange (s) Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Listing Regulations), R & B Denims Limited (the Company) is required to formulate a policy for preservation of documents and is required to be maintained under various provision of Companies Act 2013 and the Listing Regulations in at least two categories as specified in the said Regulation.

In terms of Regulation 30(8) of the Listing Regulations, the Company is required to formulate an archival policy for all disclosures of events/information to the Stock Exchange(s) in terms of the Company's Policy for Disclosure of Events/Information and Determining of Materiality.

SCOPE:

This policy shall govern the maintenance and preservation of documents as per applicable statutory and regulatory requirements.

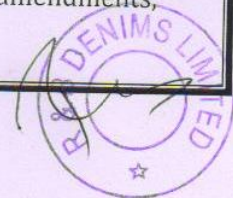
OBJECTIVE

The purpose of this policy is to establish the framework needed for effective preservation of documents and records of the Company required to be maintained under the Listing Regulations, in terms of Regulation 9 and also to archive any of the material events or information which are disclosed by the Company to the Stock Exchange(s) prior to the period of five years in terms of Regulation 30(8).

"Preservation" is the means by which documents/records are protected for the present or future use. The objective of preservation is to minimize the risk of loss of records and slowing down, as much as possible, the process of physical deterioration which affects most archive material.

POLICY FOR PRESERVATION OF DOCUMENTS

1. Documents and Records of the Company required to be maintained under Companies Act 2013 and/or SEBI(Listing Obligations & Disclosure Requirement) regulations 2015 shall be classified in two categories as below :
 - a) Documents whose preservation shall be **permanent in nature** shall be preserved permanently by the Company subject to the modifications, amendments, addition, deletion or any changes made therein from time to time, an indicative list of these documents are specified in Annexure-A;
 - b) Other Documents shall be preserved for a period of **not less than eight (8) years** after completion of the relevant transactions the subject to the modifications, amendments,



addition, deletion or any changes made therein from time to time, an indicative list of these documents are specified in Annexure-A.

2. The listing documents and records in physical form shall be placed, handled, consulted and/or displayed in a safe and secure location and shall be kept in custody of the Company Secretary or any other Authorised Person by the Board for such purpose.
3. The Company may keep the listing documents and records as specified above in electronic mode. The documents should be kept at the company server with password protection.
4. The Registrar and Share Transfer Agent shall ensure that the correct procedures are followed for maintenance of the Listing Records required to be maintained by them and provide an annual undertaking to the Company in this regard.

ARCHIVAL POLICY

Any disclosure of events or information which have been submitted by the Company to the Stock Exchange(s) under Regulation 30(8) of the Listing Regulations will be available on the website of the Company for a period of 5 years from the date of its disclosure and shall thereafter be archived from the website of the Company for a period of 3 years.

DISCLOSURE/AMENDMENT

This policy as amended from time to time shall be made available at the website of the Company. The right to interpret/amend/modify this Policy vests in the Board of Directors of the Company.

SCOPE AND LIMITATION

In the event of any conflict between the provisions of this Policy and the SEBI (Listing Obligations and Disclosure Requirement) Regulation 2015; Companies Act, 2013; Regulations or any other statutory enactments, rules as amended from time to time the provisions of such Regulations/ Companies Act, 2013 or statutory enactments, rules shall prevail over this Policy and the part(s) so repugnant shall be deemed to severed from the Policy and the rest of the Policy shall remain in force.

- This policy shall be placed on the Company's corporate website viz: www.rnbdenims.com.

Date: 25/02/2016

Place: Surat



ANNEXURE-A

Indicative List

A. PERMANENT PRESERVATION:

- a) Common Seal,
- b) Minutes of Board Meetings, General Meetings, Creditors Meetings and Committee Meetings,
- c) Resolutions of every meetings,
- d) Statutory Registers,
- e) License and Permissions,
- f) Electronic Forms, Statutory Forms and disclosures except for routine compliance,
- g) Scrutinizers' Report,
- h) Register of Members, Loan, Investment, Guarantee or security with index,
- i) Register of Investments,
- j) Register of Contract or arrangement in which directors are interested And
- k) Share Certificate forms and related documents.

B. TEMPORARY PRESERVATION UPTO 8 YEARS:

- a) Annual Returns,
- b) Board Agenda and supporting documents,
- c) Attendance Register,
- d) Office copies of Notice of General Meeting and related papers,
- e) Office copies of Notice of Board Meeting/Committee Meeting/Creditors Meetings, Notes on Agenda and other related papers,
- f) All notices pertaining to disclosure of interest of directors,
- g) Instrument creating a charge or modification,
- h) Books of accounts, financial statements etc. and
- i) Register of debenture holders or any other security holders.

