



BAFNA PHARMACEUTICALS LIMITED, CHENNAI

POLICY ON PRESERVATION OF DOCUMENTS AND ARCHIVAL OF DOCUMENTS IN WEBSITE

1. Preface

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 Bafna Pharmaceuticals Limited (“the Company”) has adopted this Policy at their meeting held on 11th February 2016 on preservation of documents and archival of documents in its website.

2. Purpose of the Policy:

The purpose of this Policy is to ensure that 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. Corporate Records:

The Corporate documents (other than statutory records) are papers or electronic records including but not limited to contracts, e-mails, etc. of various functions of the Company. The Company is required to keep all Corporate Records of the Company for a period of one year, unless the same is required to be retained for a longer period for litigation or under other statutory requirement.

4. Filings with Stock Exchanges

All press releases and filings with Stock Exchanges shall be maintained for a period of eight years from the date of release/filing. All events and press releases filed with the stock exchanges shall be maintained for not less than five (5) years on the website of the company and thereafter in the archives of the Company for a period of three (3) years.

5. Preservation of Documents

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.

SI No	Description of Document	Period of Maintenance
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	Judicial Documents	Judicial Orders shall be preserved permanently
13	Other Statutory Records	The other statutory records as required under various statutes shall be retained as per the requirement under the relevant statute.
14	Contracts	Execution copies of all contracts entered into by the Company should be retained for at least three (3) years following the expiry or termination of the Contract.

3. Archival of information or documents in website

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. Amendment

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.