



POLICY FOR PRESERVATION OF DOCUMENT & ARCHIVAL POLICY

**Under Regulation 9 & Regulation 30(8) of the SEBI
(Listing Obligations and Disclosure Requirements) Regulation, 2015**

INTRODUCTION

The Securities and Exchange Board of India (SEBI) on 2nd September, 2015 issued the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (hereinafter referred to as the “LODR/Regulations”).

REGULATORY

In terms of Regulation 9 of LODR, the Company is required to formulate a policy for preservation of documents required to be maintained under the LODR in at least two categories as specified in the said Regulation. Further, in terms of Regulation 30(8) of the Regulations, the Company is required to formulate an archival policy for all disclosures of events/information to the Stock Exchanges in terms of the Company’s Policy for Disclosure of Events/Information and Determining of Materiality.

DEFINITIONS

- a. “**Board**” means the Board of Directors of “MOHINI HEALTH & HYGIENE LIMITED”.
- b. “**Company**” means “MOHINI HEALTH & HYGIENE LIMITED”.
- c. “**Documents**” includes all papers, records, files, books, etc. to be maintained in hard copies, electronic documents, computer disc, mails or any other form required to be maintained under any law or regulation for the time being in force. The documents are of two types:
 - Documents preserved permanently as per Companies Act, 2013 and SEBI (LODR) Regulations, 2015.
 - Documents preserved for not less than Eight years as per Companies Act, 2013 and SEBI (LODR) Regulations, 2015.
- d. “**Listing Regulations**” means the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (including any amendments thereof).
- e. “**Policy**” means this Policy, as amended from time to time.

OBJECTIVE

The purpose of this Policy is to ensure that the all the necessary documents and records of the Company are adequately preserved, protected and if required, destroyed as per the statutory requirements after following the due process. 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. This Policy is framed in accordance with the requirement under Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (including any amendments thereof). The Company is required to disclose the policy on its website.

POLICY

PRESERVATION OF DOCUMENTS

1. Documents and Records of the Company required to be maintained under the Listing Regulations Shall be classified in two categories as below:

- a) Documents whose preservation shall be permanent in nature shall be preserved permanently by the Company;
- b) Other Documents shall be preserved for a period of not less than eight (8) years after Completion of the relevant transactions.

2. The listing documents and records in physical form shall be in the custody of the Company Secretary.

3. The Company may keep the listing documents and records as specified above in electronic mode.

ARCHIVAL POLICY

The Company shall disclose all such events or information which has been disclosed to stock exchange under Regulation 30 of the LODR and such disclosures shall be hosted on the website for a minimum period of 5 year from the date of initial posting.

The disclosures shall thereafter be archived under the heading “Archives” and shall be retained on the Company’s website for such period as may be decided by the Managing Director from time to time, subject to applicable law.

DESTRUCTION OF DOCUMENTS

After the expiry of the preservation period, such documents which are no longer required may be destroyed in such mode under any instructions approved by the department head(s). Destruction of documents as a normal administrative practice will also be followed for the records which are duplicate/unimportant/irrelevant.

This applies to both physical and electronic Documents.

REMOVAL OF DIFFICULTIES

To remove any difficulties the Board may authorize Managing Director/Chief Financial Officer/ Company Secretary or any director to address any question or doubt and remove any difficulty during the course of implementation of this Policy.
