CRESCENT FINSTOCK LIMITED

POLICY FOR PRESERVATION OF DOCUMENTS

1. PREFACE

The Board of Directors (the "Board") of Crescent Finstock 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 (hereinafter referred to as "the Documents"). This Policy has been formulated in accordance with the Regulation 9 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 authorized 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. PROCEDURE FOR DISPOSAL OF DOCUMENTS

The Documents of the Company which are no longer required as per the time schedule prescribed in the Appendix A may be destroyed. The Administrator may direct Employees in charge from time to time to destroy the Documents which are no longer required as per the Documents Preservation Schedule given under Appendix A. The details of the Documents destroyed by the Company shall be recorded in the Register for Disposal of Records to be kept by Employees who are disposing of the Documents in the format prescribed at Appendix B.

5. SUSPENSION OF DOCUMENTS DISPOSAL IN THE EVENT OF LITIGATION OR CLAIMS

In the event the Company is served with any Notice for documents from any of the Statutory Authorities or any Litigation is commenced by or against the Company, than the disposal of documents which are subject matter of Notice/Litigation, etc. shall be suspended till such time the matter is settled or resolved or disposed of. The

Administrator shall immediately inform all Employees of the Company for suspension of further disposal of Documents.

6. 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.

FOR CRESCENT FINSTOCK LIMITED

NITISH JAIN DIRECTOR DIN: 00507526

APPENDIX A – DOCUMENTS PRESERVATION SCHEDULE

The Documents Preservation Schedule is organized 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

A. CORPORATE RECORDS				
Sr.	AL GORI GRATTE REGORDS	Preservation		
No.	Record Type	period		
1.	Common Seal	Permanent		
	Minutes Books of Board, General Meetings and Committees			
2.	Meetings	Permanent		
3.	Statutory Registers	Permanent		
4.	License and Permissions	Permanent		
5.	Statutory Forms except for routine compliance	Permanent		
6.	Scrutinizer's Reports	Permanent		
7.	Register of Members	Permanent		
8.	Index of Members	Permanent		
9.	Annual Returns	Last 8 years		
10.	Board Agenda and supporting documents	Last 8 years		
11.	Attendance Register	Last 8 years		
	Office copies of Notice of General Meeting and related			
12.	papers	Last 8 years		
	Committee Meeting, Agenda, Notes on Agenda and other			
13.	related papers	Last 8 years		
		15 years after the		
		redemption of		
14.	Register of Debenture-holders, if any	Debentures		
		15 years after the		
4-		redemption of		
15.	Index of debenture-holders, if any	Debentures		
B. <u>ACCOUNTS AND FINANCE</u>				
16.	Annual Audit Reports and Financial Statements	Permanent		
		8 years after		
17.	Annual Plans and Budgets	completion of Audit		
		8 years from the		
		end of Financial		
		Year or completion		
10		of assessment		
18.	Books of Accounts, Ledgers and Vouchers	under Income Tax		

19. Bank Statements 8 years 8 years 8 years 8 years			whichever is later			
21. General Correspondence	19.	Bank Statements				
C. TAX RECORDS 22. Tax Exemption and Related documents Permanent 23. Tax Bills, receipts and payments 8 years from the End of the Financial Year or completion of assessment under the applicable law is over whichever is later. 24. Excise Records 8 years from the end of Financial Year or completion of assessment the applicable law is over whichever is later. 25. Tax Deducted at Source Records 26. Income Tax papers 27. Service Tax papers 28. Court Orders D. LEGAL FILES AND PAPERS 29. Agreements and Related Contracts, correspondence (including any proposal that resulted in the contract and other supportive documentation) 29. Legal Memoranda and Opinions including subject matter files 3 years after the close of matter files 3 year after close of file Litigations E. PROPERTY RECORDS 32. Original Purchase and Sale Agreement Permanent Permanent Permanent 8 years from the end of Financial Year or completion of assessment under Service Tax whichever is later Permanent 8 years from the end of Financial Year or completion of assessment under Service Tax whichever is later 8 years from the end of Financial Year or completion of assessment under Service Tax whichever is later 8 years from the end of Financial Year or completion of assessment under Service Tax whichever is later 8 years from the end of Financial Year or completion of assessment under Service Tax whichever is later 8 years from the end of Financial Year or completion of assessment under Service Tax whichever is later 8 years from the end of Financial Year or completion of assessment under Service Tax whichever is later 8 years from the end of Financial Year or completion of assessment under Service Tax whichever is later 9 years from the end of Financial Year or completion of assessment under Service Tax whichever is later 19 years from the end of Financial Year or completion of the supportion of the support	20	Le salve d'Describ	8 years			
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31. Litigation files of the Litigations E. PROPERTY RECORDS 32. Original Purchase and Sale Agreement Permanent	30.	Legal Memoranda and Opinions including subject matter	close of matter			
E. PROPERTY RECORDS 32. Original Purchase and Sale Agreement Permanent	31.	Litigation files	3 year after close of the Litigations			
	E. PROPERTY RECORDS					
	32.	Original Purchase and Sale Agreement	Permanent			
33. Property Card, index ii, Ownership records issued by Permanent	33.	Property Card, Index II, Ownership records issued by	Permanent			

	Government Authority			
34.	Property Insurance	Permanent		
	F. PROJECTS RECORDS			
	Drainet Doguments and Deleted german and area (including			
35.	Project Documents and Related correspondence (including any proposal of the Project and its approval)	Permanent		
33.	Those pertaining to non-routine matters or having	reimanent		
36.	significant lasting consequences	Permanent		
00.	G. CORRESPONDENCE AND INTERNAL MEN	MO		
	Correspondence and memoranda pertaining to routine matters and having no significant impact, lasting consequences e.g • Routine letters, notes that require no acknowledgement or follow-up, such as inter office memo, letters for transmittal • and plans for Meetings; • Letters of general enquiry and replies that complete cycle of correspondence; • Letter of compliant requesting specific actions that have no further value after change of name or address; • Other letters of inconsequential subject matter or that definitely close correspondence to which no further			
37.	reference will be necessary.	3 years		
	H. <u>INSURANCE RECORDS</u>			
38.	Insurance Policies	Permanent		
39.	Journal Entry support data	8 years		
40.	Inspections Reports	8 years		
40.	mspections reports	Till settlement is		
41.	Claims records	over and claim money is received		
		Until plan is amended or		
42.	Group Insurance Plans	terminated		
12.	I. PERSONNEL RECORDS	torminatoa		
43.	Payroll Registers	Permanent		
44.	Bonus, Gratuity and other Statutory Records	Permanent		
45.	Time office Records and Leave Cards	8 years		
46.	Unclaimed Wages Records	8 years		
47.	Employees Information Records	8 years after separation		
48.	Employees Medical Record	3 years after separation		

APPENDIX: B

Sr. No.	Particulars of documents destroyed	Date and mode of destruction with the initials of Secretary or other authorized person