

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. <u>CORPORATE RECORDS</u>		
Sr. No.	Record Type	Preservation period
1.	Common Seal	Permanent
2.	Minutes Books of Board, General Meetings and Committees 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
12.	Office copies of Notice of General Meeting and related papers	Last 8 years
13.	Committee Meeting, Agenda, Notes on Agenda and other related papers	Last 8 years
14.	Register of Debenture-holders, if any	15 years after the redemption of Debentures
15.	Index of debenture-holders, if any	15 years after the redemption of Debentures
B. <u>ACCOUNTS AND FINANCE</u>		
16.	Annual Audit Reports and Financial Statements	Permanent
17.	Annual Plans and Budgets	8 years after completion of Audit
18.	Books of Accounts, Ledgers and Vouchers	8 years from the end of Financial Year or completion of assessment under Income Tax

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

	Government Authority	
34.	Property Insurance	Permanent
F. <u>PROJECTS RECORDS</u>		
35.	Project Documents and Related correspondence (including any proposal of the Project and its approval)	Permanent
36.	Those pertaining to non-routine matters or having significant lasting consequences	Permanent
G. <u>CORRESPONDENCE AND INTERNAL MEMO</u>		
37.	Correspondence and memoranda pertaining to routine matters and having no significant impact, lasting consequences e.g. - <ul style="list-style-type: none"> • 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 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
41.	Claims records	Till settlement is over and claim money is received
42.	Group Insurance Plans	Until plan is amended or terminated
I. <u>PERSONNEL RECORDS</u>		
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