

POLICY FOR PRESERVATION OF DOCUMENTS

INTRODUCTION:

RITES Limited, being a listed entity, is obligated to frame a policy for preservation of documents in terms of Regulation 9 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015. As per Regulation 9, the listed entity shall have a policy for preservation of documents, approved by its Board of Directors, classifying them in at least two categories i.e.

- A.** Documents whose preservation shall be permanent in nature; and
- B.** Documents with preservation period of not less than eight years after completion of the relevant transactions.

The Company may keep such documents in electronic mode. In accordance with the above Regulation 9, the Company has framed a Policy for Preservation of Documents (hereinafter referred as the "Policy"). The Policy is framed in line with the existing provisions of SEBI LODR. Any future changes in the SEBI LODR will *ipso facto* apply to this Policy.

DEFINITION:

- **"Document"** includes summons, notices, requisitions, orders, declarations, forms and registers, whether issued, sent or kept in pursuance of this Act or under any other law for the time being in force or otherwise, maintained on paper or in electronic form as defined in Section 2 (36) of the Companies Act, 2013.
- **"Preservation"** Preservation" means to keep in good order and to prevent from being altered, damaged or destroyed.
- **"Board of Directors" or "Board"** means the Board of Directors of RITES Limited, as constituted from time to time and as defined in Section 2(10) of the Companies Act, 2013.
- **"Company"** means RITES Limited
- **"Policy"** means Policy on Preservation of Documents.
- **"Year"** means calendar year occurring after the completion of the relevant transaction

PRESERVATION OF DOCUMENTS:

A. DOCUMENTS WHOSE PRESERVATION SHALL BE PERMANENT IN NATURE

The following documents shall be maintained and preserved permanently by the Company. All modifications, amendments, additions, deletions to the said documents shall also be preserved permanently by the Company.

1. Agenda Papers and notices pertaining to Annual General Meeting; Extraordinary General Meeting; Board Meeting and Committees thereof.
2. Minutes Book of Annual General Meeting; Extraordinary General Meeting; Board Meeting and Committees thereof.
3. Statutory Register maintained under the Companies Act, 2013
4. Notices, Orders and Communications received from various Government and Other Authorities.
5. Forms filed with the Registrar of Companies (RoC) as prescribed under the Companies Act, 2013.
6. Any other document, certificates, statutory registers that may be required to be preserved permanently in terms the Companies Act, 2013 and/ or SEBI Regulations

B. DOCUMENTS TO BE PRESERVED FOR NOT LESS THAN EIGHT YEARS AFTER COMPLETION OF THE RELEVANT TRANSACTION

The following documents shall be maintained and preserved for a term not less than eight years after completion of the relevant transactions. All modifications, amendments, additions, deletions to the said documents shall also be preserved for a term not less than eight years.

1. Financial Statements of the Company and books of accounts of the Company.
2. All bills, invoices, and vouchers relevant to any entry in such books of accounts.

3. All ballot papers received during the course of poll conducted in General Meetings.
4. Scrutinizer's Report and other related papers pertaining to Annual General Meeting and Extraordinary General Meeting.
5. Any other document, certificates, statutory registers which may be required to be maintained and preserved for not less than eight years after completion of the relevant transaction under the Companies Act, 2013 and/or SEBI Regulations.