



**THEJO ENGINEERING LIMITED**

CIN: L27209TN1986PLC012833

**Registered Office:** 3<sup>rd</sup> Floor, VDS House,  
41, Cathedral Road, Chennai – 600 086

Ph: 044-42221900, Fax: 044-42221910

Email: [investor@thejo-engg.com](mailto:investor@thejo-engg.com); Website: [www.thejo-engg.com](http://www.thejo-engg.com)

**POLICY ON PRESERVATION OF DOCUMENTS**

## **1. Objective**

In terms of Regulation 9 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“the Regulation”), the Board of Directors (the “Board”) of Thejo Engineering Limited (the “Company”) have adopted this Policy at their Meeting held on 7th November, 2015, for the preservation of the Company’s documents, specifying the time period for which various categories of the documents are to be preserved.

This Policy is effective from the date on which the said Regulation comes into force.

## **2. Policy**

A. The Documents, physical as well as electronic, of the Company shall be classified into the following four Categories:

- i) Category 1: Documents that are to be preserved permanently. All documents that are to be preserved permanently as per the requirements of any statute will fall under this Category.
- ii) Category 2: Documents that are to be preserved for minimum period of eight years. All documents that are to be preserved for a minimum period of eight years as per the requirements any statute will fall under this Category.
- iii) Category 3: Documents that are to be preserved for a specified period (not being covered under Category 2) under the requirements of any statute. Documents under this Category shall be preserved for at least such minimum period as specified under the respective statute.
- iv) Category 4: All other documents. Such documents shall be preserved for such period after which there will not be any further productive use of these documents for business or reference purpose.

B. In respect of documents falling under Category 4, the respective Department Heads shall decide the minimum period for which such documents are to be preserved considering their nature and requirement.

C. The respective Department Heads shall be responsible for identifying the Category under which each of the documents relating to their Department falls and ensuring that they are preserved for the minimum period stipulated under Clause 2A.

D. All the employees on the permanent rolls of the Company shall be responsible for the preservation of the documents under their custody in consultation with their superiors and shall take appropriate permission before destruction of any document.

E. In case the Company is served with any notice for production or submission of documents or any employee becomes aware of a Governmental investigation or audit concerning the Company or commencement of any litigation against the Company, such employee shall inform the Executive Management and any further disposal of documents shall be suspended until such time as

the Executive Management with the due advice from the Legal Counsel determines otherwise.

### **3. Change in Legal Position**

If the terms of this Policy differ from any existing or newly enacted law, rule, regulation or standard governing the Company, the law, rule, regulation or standard shall take precedence over this Policy and the procedures thereunder until this Policy is amended and changed to conform to the law, rule, regulation or standard, as the case may be.