



THE FERTILISERS AND CHEMICALS TRAVANCORE LIMITED

CIN: L24129KL1943GOI000371

Registered Office: Eloor, Udyogamandal – 683 501, Kochi, Kerala

Ph. 0484-2546486 : Website: www.fact.co.in

POLICY FOR PRESERVATION AND ARCHIVAL OF DOCUMENTS

(Adopted by the Board at the Meeting held on 14-02-2025)

1. PREAMBLE:

This Policy framed pursuant to Regulation 9 and 30(8) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, shall be called "POLICY FOR PRESERVATION AND ARCHIVAL OF DOCUMENTS (hereinafter referred to as "the Policy") of The Fertilisers and Chemicals Travancore Limited (hereinafter referred to as "FACT").

2. INTRODUCTION:

Regulation 9 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 states that, the listed entity shall have a policy for preservation of documents, approved by its Board of Directors, classifying them in at least two categories as follows:

- (a) documents whose preservation shall be permanent in nature;
- (b) documents with preservation period of not less than eight years after completion of the relevant transactions;

Provided that the listed entity may keep documents specified in clauses (a) and (b) in electronic mode.

This Policy deals with preservation of documents of FACT in terms of Regulation 9 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

Further, Regulation 30(8) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 mandates the listed entity to disclose on its website all such events or information which has been disclosed to stock exchange(s) under this regulation, and such disclosures shall be hosted on the website of the listed entity for a minimum period of five years and thereafter as per the archival policy of the listed entity, as disclosed on its website.

3. DEFINITION:

3.1 "Document" includes summons, notice, requisition, order, declaration, form and register, whether issued, sent or kept in pursuance of the Companies Act, 2013 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.

4. POLICY:

4.1 PRESERVATION OF DOCUMENTS

A. Documents which shall be preserved permanently:

1. All Documents as may be required under the applicable statute, laws, rules and regulations, namely but not limited to, Certificate of Incorporation, Memorandum and Articles of Association, Permanent Account Number, Tax Deduction Account Number, GST /export / import / other registration certificates licenses, court orders, awards, patents, trademarks, copy rights etc.
2. Statutory records and registers that are required to be maintained permanently under the provisions of the Companies Act, 2013 including Annual Financial Statements with Statutory Auditors Report.
3. Minutes of the Board Meetings, Sub- Committee Meetings, General Meetings of Members etc.
4. Documents relating to any property of the Company, property tax, Delegation of powers, all Policies / Policy Guidelines of the Company framed under various regulations.

B. Documents which shall be preserved for a period of not less than eight years after completion of relevant transaction:

1. Books of accounts of the Company;
2. Annual Returns and copies of all certificates and documents required to be annexed thereto as per Companies Act, 2013.
3. Documents/Information submitted to Registrar of Companies / Ministry of Corporate Affairs in compliance with the Companies Act, 2013 & Rules thereunder.
4. Documents/Information furnished to Stock Exchanges including information submitted in compliance of SEBI LODR, 2015 as amended from time to time.

thereafter with the approval of the Board, as prescribed by the "Secretarial Standard-I on Meetings of Board of Directors"

6. Office Copies of Notices, Scrutinizer's Report and related papers regarding General Meetings (including AGM) shall be preserved for as long as they remain current or for eight financial years, whichever is later and may be destroyed thereafter with the approval of the Board of Directors, as prescribed by the "Secretarial Standard-2 on General Meetings".
7. Attendance Register for Board Meeting and recording of attendance of Meetings through Electronic Mode for eight financial years and may be destroyed thereafter with the approval of the Board of Directors, as prescribed by the "Secretarial Standard-1 on Meetings of Board of Directors".
8. 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 transactions under the Companies Act, 2013 and/or SEBI Regulations.

C. General:

In addition to the documents mentioned in 'A' and 'B' above, other documents, certificates, forms, statutory registers, records, etc. which are required to be mandatorily maintained and preserved shall be kept for a stipulated period of time as per the circulars issued in this respect from time to time or as per the applicable Statutory/ Regulatory provisions in this regard.

5. ARCHIVAL OF DOCUMENTS:

- a. The Company shall disclose on its website all such events or information which has been disclosed to stock exchange(s) under the Regulation 9 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, and such disclosures shall be hosted on the website of the listed entity for a period of five years.
- b. After the said five years the events/information so hosted on the website of the Company shall be kept as Archives as separate section of the website of the Company for a period of 1 year.

6. AMENDMENT TO THE POLICY:

The Chairman and Managing Director is authorized to amend this Policy to be consistent with the provisions of Acts, rules, guidelines, regulations and in accordance with administrative / business requirements of the Company from time to time.