

MOHIT PAPER MILLS LIMITED

POLICY ON PRESERVATION OF DOCUMENTS

In terms of Regulation 9 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations"), Mohit Paper Mills Limited has adopted this Policy effective from December 01, 2015. In any circumstance, where 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 will take precedence over this Policy and procedures until such time as this Policy is changed to conform to the law, rule, regulation or standard.

The preservation of Documents shall be done in the following manner:

Where there is a period for which a Document is required to be preserved as per Applicable Law, for the period required by Applicable Law.

Authority for maintaining, preserving and destroying the Documents

Departmental Head concerned will be responsible for the maintenance, preservation, and destruction of records pertaining to the respective Department. **Mode of Preservation**

- a. Physical
- b. Electronic

Head of the Department should consider the following while maintaining and preserving the records:

- (a) Books of Accounts and Vouchers and other related papers/documents should be kept for 8 years.
- (b) Tax Records: Tax records may be retained for at least Eight years from the date of filing the applicable return.
- (c) Employment Records/Personnel Record: Several Central & State statutes require the Company to keep certain recruitment, employment and personnel information. Employment and personnel records should be retained for five years or as per the applicable Act/Law.
- (d) Minutes of the Board and its committees should be maintained permanently. Register and Index of Members should be preserved permanently. Annual Returns and Documents should be preserved for 8 years.
- (e) Legal Files: Legal documents should generally be maintained for a period of eight years or till the completion of the case, whichever is later.
- (f) Excise Records: Excise Records shall be maintained and preserved for 5 years or as per the applicable Act/Law.

Notwithstanding anything contained in this Policy, the Company shall ensure to comply with any additional requirements as may be prescribed under any laws/regulations either existing or arising out of any amendment to such laws/regulations or otherwise and applicable to the Company, from time to time.

The Board of Directors of the Company reserves the right to amend or modify this Policy in whole or in part, as may be required, at any point of time.



Head of Department
Personnel - *[Signature]*
Accounts - *[Signature]*
Excise - *[Signature]*
Corporate - *[Signature]*