

# THOMAS SCOTT (INDIA) LIMITED

## POLICY FOR PRESERVATION OF DOCUMENTS

### 1. Preamble:

This Policy is formulated in terms of Regulation 9 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015.

### 2. Effective Date

This Policy has been adopted by the Board of Directors of Thomas Scott (India) Limited ('the Company') at its Meeting held on 12th February, 2016 and the effective date of this policy is December 01, 2015.

### 3. Documents whose preservation shall be permanent:

The following documents shall be preserved on permanent basis:

- a. Shareholding Pattern [Regulation 31 (1)(b)]
- b. Quarterly Financial results [Regulation 33 (3)(a)]
- c. Annual Financial Results [Regulation 33 (3)(d)]
- d. Annual Report [Regulation 34 (1)]
- e. Shareholding Pattern in case of Capital restructuring [Regulation 31 (1)(c)]
- f. Voting results of General Meetings [Regulation 44(3)]
- g. Draft Scheme of Arrangement [Regulation 37]
- h. Yearly disclosure of Shareholding of Promoters [Regulation 30(2) of the Securities and Exchange Board of India (Substantial Acquisition of Shares and Takeovers) regulations, 2011]

### 4. Preservation of Documents for 8 years:

The following documents shall be preserved for 8 years:

- a. Statement under Grievance Redressal Mechanism [Regulation 13(3)]
- b. Corporate Governance Report [Regulation 27(2)(a)]
- c. Statement of deviation or variation in use of issue proceeds [Regulation 32(1)]
- d. Compliance Certificate to the exchange about the Share related activities maintained by RTA registered with SEBI [Regulation 7(3)]
- e. Compliance Certificate w.r.t. transfer or transmission or transposition of securities [Regulation 40(10)]
- f. Intimation of appointment of Share Transfer Agent [Regulation 7(5)]
- g. In-principle approval prior to issue of securities
- h. Prior intimation of Board meeting for financial results [Regulation 29(1)(a)]
- i. Prior intimations of Board meeting for Buy-back, Voluntary delisting, etc. [Regulation 29(1)(b), 29(1)(c), 29(1)(d), 29(1)(e) and 29(1)(f)]

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- j.** Prior intimations of Board meeting for alteration in nature of securities [Regulation 29(3)]
- k.** Disclosure of Price Sensitive information
- l.** Shareholding Pattern prior to listing of securities [Regulation 31(1)(a)]
- m.** Record date or date of closure of transfer books [Regulation 42(2)]
- n.** Reconciliation of Share Capital Audit Report [Regulation 55A of the Securities and Exchange Board of India (Depositories and Participants) Regulations, 1996]

### **5. Preservation of Documents:**

The documents specified in item Nos. 2 & 3 shall be kept in electronic mode.

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