

## Bombay Oxygen Corporation Limited

### Policy on Preservation of Documents & Archival of documents on the website

#### Introduction:

The purpose of this document is to present a Policy statement for Bombay Oxygen Corporation Limited ('Company') regarding preservation of its documents and archival of documents in the website in accordance with the provisions of the Companies Act, 2013 and Regulation 9 and 30(8) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("LODR").

The Policy is framed for the purpose of systematic identification, categorization, maintenance, review, retention and destruction of documents received or created in the course of business. The Policy gives guidelines on how to identify documents that need to be maintained, how long certain documents should be retained, how and when those documents should be disposed of, if no longer needed and how the documents should be accessed and retrieved when they are needed.

#### Purpose of the Policy:

The Policy on preservation of documents and archival is made mandatory by the provisions of regulation 9 of Chapter III of LODR, 2015. As per the requirement of Regulation of 30(8) of LODR, the Company shall disclose on its website all such events or information which has been disclosed to the Stock Exchange(s) under LODR, and such disclosures shall be hosted on the website of the Company for a minimum period of five years and thereafter as per the archival Policy of the Company, as disclosed on its website

Under Chapter III of LODR, the Company has to ensure that significant documents are safeguarded and preserved including those in electronic mode.

#### Definitions:

"Policy" means this Policy on preservation of documents and archival of documents in the website.

#### Classification of documents to be Preserved / Retained:

The Company's physical and electronic documents shall be classified for the purpose of preservation as follows:

Documents whose preservation shall be permanent in nature;

Documents whose preservation period shall not be less than eight years after completion of the relevant transactions.

The documents as specified in A and B above may be kept in electronic mode also.

The list of documents for the above categories is given in the Annexure.

#### Responsibility of Employees for Preservation of documents:

All the Employees on the permanent rolls of the Company are responsible for taking into account the potential impact on preservation of the documents in their work area and their decision to retain/preserve or destroy documents pertaining to their area.

#### Suspension of record disposal in the event of Litigation or Claims:

In case the Company is served with any notice for request of documents or any employee becomes aware of a governmental investigation or audit concerning the Company or commencement of any litigation against the Company, any further disposal of documents connected with the matter shall be suspended until such time the investigation / litigation ends.

#### Statutory Requirements:

If as per any other law of land including Information Technology Act, a physical or electronic record should be preserved for a longer period than what has been stipulated in this Policy, then the document shall be preserved as per the applicable statutory stipulations.

#### Web Archival Policy:

The Company shall disclose on its website all events or information which have been disclosed to Stock Exchange(s) and shall retain the same for period of five years.

At the end of five years, the information shall be archived and preserved for a further period of three years.

#### Policy Review:

The Company Secretary and Chief Financial Officer of the Company is authorised to periodically review the Policy and make such changes as are considered necessary to comply with changed situations or legal provisions.

## ANNEXURE

A. Documents whose Preservation shall be permanent in nature:

1. Registration Certificates.
2. Licenses & Statutory Approvals.
3. Minutes of General Meeting.
4. Minutes of Board Meeting.
5. Minutes of various Committee Meetings.
6. Material Agreements/Contracts.
7. Orders issued by Courts/Statutory bodies.
8. Any other document as may be required to maintain permanently in terms of applicable law(s), maintained and preserved from time to time.

B. Documents whose preservation period shall not be less than eight years after completion of the Relevant Transactions:

1. Books of Accounts.
2. Annual Return.
3. Personnel Documents.
4. Insurance Policies/ Claims under various policies.
5. Correspondences with Departments/shareholders.
6. Non-Statutory Registers/Documents.
7. Any other document as may be required to maintain in terms of applicable law(s), maintained and preserved from time to time.