

EXXARO TILES LIMITED



POLICY ON PRESERVATION OF DOCUMENTS

**(Approved by the Board of Directors of the Company at its meeting held on
05th January 2021)**

**Exxaro Tiles Limited
Regd. Office: Survey No: 169 &
170, Vavdi Harsol Road, Mahelav,
Talod, Sabarkantha-383305,
Gujarat.**

1. LEGAL FRAMEWORK

The Securities and Exchange Board of India has notified the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“**SEBI Regulations**”). The SEBI Regulations mandate listed entities to formulate a Policy for preservation and archiving of documents. It is in this context that the Policy on Preservation & Archival of Documents & Record (“**Policy**”) is being framed and implemented.

2. DEFINITIONS

“**Act**” shall mean the Companies Act, 2013 and the Rules framed there under, including any modifications, clarifications, circulars or re-enactment thereof.

“**Board of Directors**” or “**Board**” shall mean the Board of Directors of Exxaro Tiles Limited, as constituted from time to time.

“**Company**” shall mean Exxaro Tiles Limited.

“**Documents**” shall mean all papers, records, registers, files, books, tapes, CDs, DVDs, electronic storage devices etc., and the like as required to be maintained under any law or regulation for the time being in force.

“**Electronic Form**” means any contemporaneous electronic device such as computer, laptop, compact disc, Floppy disc, space on electronic cloud, or any other form of storage and retrieval device, considered feasible, whether the same is in possession or control of the Company or otherwise the Company has control over access to it.

“**Listing Regulations**” shall mean Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”).

“**Maintenance**” means keeping documents, either physically or in electronic form.

“**Preservation**” means to keep the documents preventing them from being altered, damaged or destroyed.

“**Register**” means a register maintained under the Companies Act, 2013 or the SEBI Act.

3. OBJECTIVE

In accordance with the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (the “Listing Regulations”), the Company has formulated this Policy on Preservation & Archival of Documents & Record. The Policy contains guidelines for maintenance, preservation and disposal of Documents and Records of the Company.

4. GENERAL

Notwithstanding anything contained in this policy, the Company shall ensure compliance 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.

5. POLICY

I. Preservation

a. The Company shall preserve all its records as per the requirements and provisions of the Companies Act, 2013 and the Rules made there under, the Secretarial Standards, the Listing Agreement and the SEBI Regulations and any all other applicable law, rules, regulations, internal policies of the Company, in force.

b. The relevant Head of Departments of the Company shall be responsible to ensure the maintenance and preservation of Documents and Records

c. Documents and Records which are required to be preserved by virtue of applicable laws and regulations shall be covered by **Category A**. All the documents and records in Category A shall be preserved either permanently or for such periods as may be mandated by applicable laws from time to time.

d. Documents and Records which are required to be preserved for a period of not less than 8 (eight) years after completion of the relevant transactions shall be covered by **Category B**. The Documents and Records to be covered under Category B shall be determined by the relevant Head of Departments of the Company from time to time.

II. Archival

a. Financial Data:

The Investor's web pages provide access to financial documents/information for existing and potential stakeholders which are regulatory in nature, including annual reports and financial results.

b. Press Releases and News Announcements:

The Company's website provides information/ data which are relevant to the media, researchers or investors who seek information on the growth of the company and significant events of the past. This shall also include events or transactions or information which is disclosed by the Company to the Stock Exchanges in terms of Regulation 30 of the SEBI (Listing obligations and Disclosure Requirements) Regulations, 2015.

c. The aforesaid information shall be displayed on the website of the Company for a period of five years from the date of its publication. The aforesaid information which is more than 5 (five) years old will be archived from the website of the Company and shall be maintained by the Company for a

further period of 5 (five) years using appropriate technology. These archives shall be made available on a written request made to the Compliance Officer of the Company.

d. Every Function/Unit shall identify the documents and records required to be maintained and preserved and shall be responsible for archiving the same as per this Policy.

e. Every Function/Unit shall follow the established procedure of archiving of documents and records and ensure ease of retrieval of such documents and records.

f. The documents and records archived in electronic form shall be subjected to automatic back-up on a periodic basis as per the procedure established by the IT function of the Company.

6. DESTRUCTION OF DOCUMENTS

After the expiry of the statutory retention period, the preserved documents may be destroyed in such mode under any instructions approved by the department head(s). Destruction of documents as a normal administrative practice will also be followed for the records which are duplicate/unimportant/irrelevant.

This applies to both Physical and Electronic Documents.

7. COMMUNICATION AND DISSEMINATION OF THE POLICY

A copy of this policy shall be posted on the intranet and the web-site of the Company for all the Employees and Directors of the Company.

8. DISPOSAL OF DOCUMENTS AND RECORDS:

The Documents and Records whose preservation is no longer required or upon the expiration of the specified period of time for preservation may be discarded or disposed off in accordance with procedure specified by law in this behalf and where no such procedure is specified, then in accordance with the standard operating procedures applicable to the respective departments.

9. AMENDMENTS

The Board may subject to the applicable laws amend any provision(s) or substitute any of the provision(s) with the new provision(s) or replace this policy entirely with a new policy.

However, no such amendment or modification shall be inconsistent with the applicable provisions of any law for the time being in force.