



ASHOKA BUILDCON LIMITED
DOCUMENT RETENTION AND ARCHIVAL POLICY

1. Policy and Purposes

This Policy represents the policy of Ashoka Buildcon Limited (**the Company**) and all its Subsidiaries with respect to the retention and archival of the corporate and other records, both in hard copy and electronic media (hereinafter referred to as “**documents**”).

Purposes of the Policy include (a) retention and maintenance of documents necessary for the proper functioning of the Company as well as to comply with applicable legal requirements; (b) destruction of documents which no longer need to be retained after specified period; and (c) guidance for the Board of Directors, officers, staff and other persons with respect to their responsibilities concerning document retention and archival of the documents.

2. Documents

Documents in hard copies i.e. physical records consisting of all hand written, typed, printed and signed books, papers, agreements, memoranda etc. maintained in paper form. It would include all the statutory registers, minute books, signed copies of financials, books of accounts including vouchers etc. and other statutory records. Electronic documents would include all the documents which are signed digitally and maintained in electronic form i.e. e-mail communication, statutory e-forms and returns filed online.

Each Department Head shall be the responsible for implementation/execution of this policy in respect of his Department. If he believes and/or it is the requirement of the Company that the documents may be required once litigation, an audit or any investigation is reasonably envisaged / anticipated.

There are certain documents which are required to retained / preserved for longer period of time as identified below.

Document Type / Department	Retention Period
Accounting & Taxation	8 years
Books of Accounts	8 years
Bank Statements, Reconciliations & Deposit Slips	8 years
Tax Records	Permanent
Annual Financial Statements and Audit Reports	Permanent
General Ledger	Permanent
Interim Financial Statements	Permanent
Secretarial	
Statutory Registers	Permanent
Minute Book	Permanent
Annual Return	Permanent
Statutory e-filings with MCA	Permanent

Corporate Filings with Stock Exchanges	5 years

HR Dept.	
Employee Personal Records	3 years after the employment ends
Employee contracts	3 years after termination
Retirement and pension records	Permanent
Legal and Contracts	
Contracts, related correspondence and other supporting documentation	10 yrs after termination
Legal correspondence	Permanent
Intellectual Property Rights	Permanent
Property – Sale-purchase-lease deeds	Permanent
Property Tax Receipt / other levy receipts	10 years

The Company has made appropriate provision for the backup of its electronic/digital information / data including offsite storage facilities. The backup copies are maintained to ensure the retention and timely retrieval of the records.

Failure to comply with this policy may attract disciplinary or penal action against the employee including suspension, termination.

This Policy is effective from December 1, 2015.

The Policy may be reviewed periodically by the Management and changes/amendments be made subject to approval of the Board from time to time as deemed necessary to comply with prevailing Rules & Regulation, provisions of various Acts /Laws.
