



SOLAR INDUSTRIES INDIA LIMITED

POLICY ON PRESERVATION OF DOCUMENTS

LEGAL FRAMEWORK:

Securities and Exchange Board of India (SEBI) (Listing and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”) imposed certain obligations and disclosure requirements on all listed entities, one of the common obligations for all listed entities pursuant to Regulation 9 being to formulate and put in place for preservation of documents.

The Board of directors of Solar Industries India Limited (“Company”) is required to formulate a policy on “Preservation of Documents” to comply with the requirements of Regulation 9 of the Listing Regulations.

INTRODUCTION:

The documents of the Company are important assets of the Company. Preservation of Documents is an important requirement under various laws. The objective of this policy is to provide a binding framework for preservation of documents maintained by the Company under various applicable laws including Listing Regulations.

The Policy provides that the Company shall maintain Documents permanently or for a specified period of time, as may be required or applicable. A Document may mean and include, but not limited to documents such as data, printed materials, books of accounts, forms, permits, registers, approvals, licenses, memorandums, contracts, minutes of statutory meetings, auditor’s reports, employee records, strategic documents, intellectual property documents, title deeds, court/tribunal orders, tax returns/assessments, etc.

DEFINITIONS:

A. “Board of Directors” or “Board”

Board of Directors or Board shall mean the Board of Directors of Solar Industries India Limited, as constituted from time to time.

B. “Company”

Company shall mean “**Solar Industries India Limited**”.

C. “Documents”

Documents shall mean all papers, records, 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.

D “Listing Regulations”

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

OBJECTIVE:

This policy sets the standards for managing, storing and preservation of documents of the Company broadly classified in the following two categories:

A. The documents of a permanent nature shall be maintained and preserved permanently by the Company subject to the modifications, amendments, additions, deletions or any changes made therein from time to time.

Provided that all such modifications, amendments, additions, deletions in the documents shall also be preserved permanently by the Company.

B. The documents to be maintained and preserved for a specified time period after completion of the relevant transactions shall be preserved by the Company for the term not less than eight years after completion of the relevant transactions subject to the modifications, amendments, additions, deletions or any changes made therein from time to time.

Provided that all such modifications, amendments, additions or deletions in the documents shall also be preserved for a term not less than eight years.

Provided further that the Company may keep the documents as specified above in an electronic mode.

ROLES & RESPONSIBILITIES:

The respective Departmental Heads of the Company shall be responsible for maintenance, preservation and destroying of documents in respect of the areas of operations falling under the charge of each of them, in terms of this policy.

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.

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.

COMMUNICATION AND DISSEMINATION OF THE POLICY:

For all new Employees, a copy of this policy shall be handed over as a part of the joining documentation, along with other HR related policies. For all existing Employees and Directors, a copy of this policy shall be posted on the intranet and the web-site of the Company i.e. www.solargroup.com

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.

1. Accounting records including Annual Financial statement

SR. NO.	PARTICULARS	RETENTION PERIOD	FORM OF PRESERVATION
1	Bank Statement	12 Years	HARD COPY
2	Cash Book	12 Years	HARD COPY
3	Sale Invoices	12 Years	HARD COPY
4	Purchase Invoices	12 Years	HARD COPY
5	Expenses Vouchers	12 Years	HARD COPY
6	Bank Vouchers	12 Years	HARD COPY
7	Petty Cash Books	12 Years	HARD COPY
8	Journal Vouchers	12 Years	HARD COPY
9	Annual Financial Statements	12 Years	HARD COPY and SOFT COPY
10	Ledgers	12 Years	SOFT COPY
11	Bank Books	12 Years	SOFT COPY
12	Journal Register	12 Years	SOFT COPY
13	Sale Register	12 Years	SOFT COPY
14	Purchase Register	12 Years	SOFT COPY
15	Stock Register	12 Years	SOFT COPY
16	Payroll Register	12 Years	SOFT COPY

2. Finance records:

SR. NO.	PARTICULARS	RETENTION PERIOD	FORM OF PRESERVATION
1.	Sanction Letter of Bank	5 Years	Hard Copy
2.	Quarterly compliance Report – FFR 1	5 Years	Soft Copy
3.	Half Yearly Compliances – FFR II	5 Years	Soft Copy
4.	Monthly Stock Statements	5 Years	Soft Copy
5.	Monthly ECB Returns	5 Years	Soft Copy
6.	Photocopy of Security Documents	5 Years	Hard Copy

3. Tax Records

SR. NO.	PARTICULARS	RETENTION PERIOD	FORM OF PRESERVATION
1.	Tax-Exemption Documents and related correspondence	Permanent	Hard / Soft Copy
2.	Excise Tax records	Permanent	Hard / Soft Copy

3.	Payroll Tax records	8 years	Hard / Soft Copy
4.	Tax Bills, Receipts, Statements	8 years	Hard / Soft Copy
5.	Tax Returns – Income, Franchise, Property	Permanent	Hard / Soft Copy
6.	Tax workpaper packages - Originals	8 years	Hard / Soft Copy
7.	Sales Tax Records	8 years	Hard / Soft Copy
8.	Annual Information Returns – State and Central	Permanent	Hard / Soft Copy
9.	Service Tax Records	8 years	Hard / Soft Copy

4. Insurance Records

SR. NO.	PARTICULARS OF RECORD	RETENTION PERIOD	REMARKS
1	Annual Loss Summaries	8 Years	Hard Copy
2	Audits and Adjustments	8 Years	Hard Copy
3	Claim Files (Including correspondence, medical records, injury documentation, etc.	8 years (excluding financial year in which claim is settled)	Hard Copy
4	Group Insurance Plans – Active Employees	8 Years	Hard Copy
5	Group Insurance Plans - Retirees	8 Years	Hard Copy
6	Insurance Policies for the Company	8 Years	Hard Copy
7	Journal Entry Support Data	8 Years	Soft Copy
8	Releases and Settlements	8 years (excluding financial year in which claim is settled)	Hard Copy

5. Contracts entered into by the Company including Marketing Records

SR. NO.	PARTICULARS OF RECORD	RETENTION PERIOD	REMARKS
1	Contracts and Related Correspondence (including any proposal that resulted in the contract and all other supportive documents	8 years	Hard Copy

6. Corporate Records including Certificate of Incorporation, Listing Agreement and other approvals from other statutory authorities.

SR. NO.	PARTICULARS OF RECORD	RETENTION PERIOD	REMARKS
1	Corporate Records (certificate of incorporation, commencement of business, listing agreement, common	Permanent	Hard Copy & Soft Copy

	seal, annual reports originals, etc.)		
2	Licence and Permits, Industrial entrepreneurial Memorandum, and other statutory approvals	Permanent	Hard Copy & Soft Copy
3	Minutes of Board Meeting, Committee Meetings and Annual General Meeting of the Company along with Scrutinizers Report.	Permanent	Hard Copy & Soft Copy
4	ROC Filings in physical and Electronic form	5 years from the date of filing	Hard / Soft Copy
5	Disclosure of interest received from the directors of the Company in the manner prescribed	8 Years	Hard / Soft Copy
6	Attendance Registers, Notices, Agenda, Notes on agenda and other related papers of General, Board and Committee Meetings	8 Years	Hard / Soft Copy
7	All statutory registers (to be made under applicable laws)	Permanent	Hard / Soft Copy
8	Annual Reports	8 Years	Hard / Soft Copy
9	Stock Exchange Compliances / Filings	8 Years	Hard / Soft Copy

7. Legal Files and Records

SR. NO.	PARTICULARS OF RECORD	RETENTION PERIOD	REMARKS
1	Legal Memoranda and Opinions	3 years after the closure of the matter	Hard Copy & Soft Copy
2	Litigation files	1 year after expiration of disposal of the case	Hard Copy & Soft Copy
3	Court Orders	Permanent	Hard Copy & Soft Copy

8. Property Records

SR. NO.	PARTICULARS OF RECORD	RETENTION PERIOD	REMARKS
1	Correspondence, Property Deeds, Assessments, Licenses, Rights of Way	Permanent	Hard Copy
2	Original Purchase / Sale Deeds	Permanent	Hard Copy
3	Original Lease Agreements	Permanent	Hard Copy

9. Payroll Records

SR. NO.	PARTICULARS OF RECORD	RETENTION PERIOD	REMARKS
1	Employees Personal Details	Permanent	Hard Copy
2	Sap Updating Data	1 Year	Hard Copy
3	Leave Application	1 Year	Hard Copy
4	Attendance Register	3 Years	Hard Copy & Soft Copy
5	Aggement Copy Of Contractors & Security Agency	7 Years	Hard Copy
6	Bonus Payment Sheet Act, 1965	12 Years	Hard Copy & Soft Copy
7	Full & Final Settlement	7 Years	Hard Copy & Soft Copy
8	Gratuity Payment Sheet , Act, 1972	7 Years	Hard Copy & Soft Copy
9	Health Insurance Policy Copy	5 Years	Hard Copy
10	Group Accident Policy Copy	5 Years	Hard Copy
11	Receipts Copies Of Mediclaim & Gpa	3 Years	Hard Copy
12	Children Eduction Allowance File	3 Years	Hard Copy & Soft Copy
13	W.C.A . Claim File , Act ,1923	1 Year	Hard Copy
14	Statutory Licences - Renewal And Annual & Half Returns ,Act-1970, 1948	7 Years	Hard Copy
15	Bombey Shops & Establishments Licences Renewal Act,1948	7 Years	Hard Copy
16	Minimum Wages Act, 1948	7 Years	Hard Copy
17	Employment Exchanges Returns Act, 1959	7 Years	Hard Copy
18	Labour Welfare Act, 1953	7 Years	Hard Copy
19	Motor Transport Workers Licences Renewal Act, 1961	7 Years	Hard Copy
20	Professional Tax Act, 1975	7 Years	Hard Copy & Soft Copy
21	EPF Challan , E- Payment , -ACT, 1952, EPS -1995, EDLI -1976	7 Years	Hard Copy & Soft Copy

10. Corporate Social Responsibility Records

SR. NO.	PARTICULARS OF RECORD	RETENTION PERIOD	REMARKS
1	Records on CSR Projects(including amount budgeted, spent and balance if any) projects undertaken and progress thereon	Permanent	Hard Copy & Soft Copy

11. Intellectual Property Records

SR. NO.	PARTICULARS OF RECORD	RETENTION PERIOD	REMARKS
1	Trade Mark Records	Permanent	Hard Copy & Soft Copy