



# **Baid Leasing and Finance Co. Ltd.**

## **POLICY FOR PRESERVATION OF DOCUMENTS**

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Company Circulation

## Version Control

Document Version	Description of Change/ Annual Review	Date	Prepared / Changed by
1.0	Annual Review	<b>22nd June 2021</b>	Compliance Department

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Company Circulation

- **PREFACE**

The Board of Directors (the "Board") of BAID LEASING AND FINANCE CO. LTD. (the "Company") has approved the following Policy ("The Policy") of the Company for preservation of Documents /Records maintained by the Company either in Physical Mode or Electronic Mode (hereinafter referred to as "the Documents"). This Policy has been formulated in accordance with the Regulation 9 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Listing Regulations).

- **PURPOSE**

The purpose of this Policy is to ensure that the all the necessary documents and records of the Company are adequately protected and preserved as per the statutory requirements and to ensure that the records of the Company which are no longer needed or are of no value are discarded after following the due process for discarding the same. This Policy is also for the purpose of aiding employees of the Company in understanding their obligations in retaining and preserving the documents and records which are required to be maintained as per the applicable statutory and regulatory requirements.

- **POLICY FOR PRESERVATION OF DOCUMENTS**

1. Documents and Records of the Company required to be maintained under the Listing Regulations shall be classified in two categories as below :

a) Documents whose preservation shall be permanent in nature shall be preserved permanently by the Company subject to the modifications, amendments, addition, deletion or any changes made therein from time to time;

b) Other Documents shall be preserved for a period of not less than eight (8) years after completion of the relevant transactions the subject to the modifications, amendments, addition, deletion or any changes made therein from time to time.

2. The listing documents and records in physical form shall be in the custody of the Company Secretary.

3. The Company may keep the listing documents and records as specified above in electronic mode.

4. The Registrar and Share Transfer Agent shall ensure that the correct procedures are followed for maintenance of the Listing Records required to be maintained by them.

- **COMMUNICATION OF THIS POLICY**

For all new Employees and Directors, a copy of this Policy shall be handed over as a part of the joining documentation, along with other policies. For all existing Employees and Directors, a copy of this

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Policy shall be handed over within one month of the adoption of this Policy by the Board of Directors of the Company.

- **AMENDMENT**

Any change in the Policy shall be approved by the Board of Directors of the Company. The Board of Directors shall have the right to withdraw and / or amend any part of this Policy or the entire Policy, at any time, as it deems fit, or from time to time, and the decision of the Board in this respect shall be final and binding.

<b>Proposed by:</b>	
<b>Name</b>	<b>Signature</b>
Mr. Diwakar Jain, Company Secretary and Compliance Officer	
<b>Reviewed by:</b>	
Mr. Aman Baid, Whole Time Director	

<b>Approving Authority</b>	Board of Directors
<b>Date of Approval/ Review</b>	June 22, 2021

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