



MAIDEN FORGINGS LIMITED

Formerly Known As Maiden Forgings (P) Ltd.
(AN ISO 9001: 2015 COMPANY)
Regd. Office : B-5 Arihant Tower, Block-D,
: Vivek Vihar, Delhi - 110092
Unit I : E-201-Sector-17, Industrial Area, Kavi Nagar,
Ghaziabad-201 002 (U.P.) India
Unit II : C-10, B.S. Road, Industrial Area, Ghaziabad
Unit III : C-118, B.S. Road, Industrial Area, Ghaziabad

FACT. : 0120-4331283
0120-4221283
MOBILE : 9910321325
E-mail : maiden_forge@hotmail.com
Web. : www.maidenforgings.in
CIN No. U29810DL2005PLC132913

MFRS. : ALL TYPES OF BRIGHT STEEL BARS & WIRES OF FREE CUTTING ALLOY, MILD & STAINLESS STEEL & NAILS

Ref. No.

Date

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POLICY FOR PRESERVATION OF DOCUMENTS

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POLICY FOR PRESERVATION OF DOCUMENTS

1. PREFACE AND OBJECTIVE

As per Regulation 9 of Securities Exchange Board of India (Listing Obligations and Disclosures Requirements), 2015 (**SEBI (LODR) Regulations, 2015**), the listed entity shall have a policy for preservation of documents, approved by its Board of Directors and classifying them in at least two categories i.e.

- (a) documents whose preservation shall be permanent in nature; and
- (b) documents with preservation period of not less than eight years after completion of the relevant transactions. The listed entity may keep such documents in electronic mode.

In accordance with the above Regulation 9 of SEBI (LODR) Regulations, 2015, the Company has framed a Policy for Preservation of Documents (hereinafter referred to as the "Policy"). The Policy is framed in line with the existing provisions of SEBI (LODR) Regulations, 2015 ~~SEBI-LODR~~ and any future changes in the SEBI (LODR) Regulations, 2015 ~~SEBI-LODR~~ will, ipso facto, apply to this Policy. The Policy has been approved by the Board of Directors.

2. DEFINITIONS

1. "Act" means the Companies Act, 2013.
2. "Authorised Person" means any person duly authorised by the Board.
3. "Board" means the Board of directors of the Company.
4. "Company" means MAIDEN FORGINGS LIMITED.
5. "Current Document(s)" means any Document, that still has an ongoing relevance with reference to any ongoing litigation, proceedings, complaint, dispute, contract or any like matter.
6. "Document(s)" refers to papers, notes, agreements, notices, advertisements, requisitions, orders, declarations, forms, correspondence, minutes and or any other record, required under or in order to comply with the requirements of any Applicable Law, whether issued, sent, received or kept in pursuance of the Act or under any other law for the time being in force or otherwise, maintained on paper or in Electronic Form and does not include multiple or identical copies.
7. "Book and Paper" includes books of account, deeds, vouchers, writings, documents, minutes and registers maintained on paper or in electronic form.
8. "Electronic Record(s)" means the electronic record as defined under clause (t) of sub-

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section (1) of section 2 of the Information Technology Act, 2000.

9. “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.

10. “Maintenance” means keeping Documents, either physically or in Electronic Form.

11. “Preservation” means to keep in good order and to prevent from being altered, damaged or destroyed.

12. “Regulations” means the Securities Exchange Board of India (Listing Obligation and Disclosure Requirements) Regulations, 2015.

13. “Policy” means this Policy for Preservation of Documents, February 01, 2018.

2. PRESERVATION OF DOCUMENTS TO BE PRESERVED

This Policy sets the standards for preservation of documents of the Company, broadly classified in the following categories, which may be preserved, in physical and/or electronic mode as per the provisions of the Act/Rules/Regulations-

(i) CATEGORY A – DOCUMENTS WHOSE PRESERVATION SHALL BE PERMANENT INNATURE

The following documents shall be maintained and preserved permanently by the Company. All modifications, amendments, additions, deletions to the said documents shall also be preserved permanently by the Company.

1. All Documents and Information as originally filed with the Registrar of Companies for Incorporation of Company [Section 7(1)].
2. Memorandum and Articles of Association, duly updated from time to time [Section 15].
3. Register of Charge (Form CHG-7) [Section 85 & Rule 10 of Chapter VI].
4. Register of Members including foreign register, if required (with index of names if no. of members is not less than 50) (Form MGT-1) and Record of Beneficial Owners [Section 88 (1) (a) and Rule 3 of Chapter VII].
5. Annual Reports of the Company.
6. Minutes of the Board Meetings and Board Committees Meetings as prescribed by the under the provisions of the Companies Act, 2013 read with “Secretarial Standard-1 on Meetings of Board of Directors” issued by the Institute of Company Secretaries of India.
7. Minutes of General Meetings (including AGMs) as prescribed under the provisions of the Companies Act, 2013 read with “Secretarial Standard-2 on General Meetings” issued by the Institute of Company Secretaries of India.

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4-8. Any other documents, certificates, statutory registers that may be required to preserved permanently in terms of the Companies Act, 2013 and/ or SEBI Regulations.

(ii) CATEGORY B-DOCUMENTS TO BE PRESERVED FOR NOT LESS THAN EIGHT YEARS AFTER COMPLETION OF THE RELEVANT TRANSACTION.

The following documents shall be maintained and preserved for a term not less than eight years after completion of the relevant transactions. All modifications, amendments, additions, deletions to the said documents shall also be preserved for a term not less than eight years.

1. Documents/Information furnished to Stock Exchanges including information submitted in compliance of **SEBI (LODR) Regulations, 2015**~~SEBI-LODR~~, as amended from time to time, shall be preserved for a minimum period of eight years from the end of the financial year in which the documents/information is furnished:-
2. Documents/Information submitted to Registrar of Companies / Ministry of Corporate Affairs in compliance with the Companies Act, 2013 & Rules thereunder shall be preserved for a minimum period of eight years from the end of the financial year in which the documents/information is submitted:-
3. Books of Accounts and Balance Sheet and Profit and Loss Statement [Section 128(5)]
4. Annual Returns (copies of all certificates and documents required to be annexed thereto) as per Companies Act, 2013; [Section 92 and Rule 15(3) of Chapter VII]
5. Office Copies of Notices, Agenda, Notes on Agenda of Board Meetings and Board Committees Meetings and other related papers shall be preserved for as long as they remain current or for eight financial years, whichever is later and may be destroyed thereafter with the approval of the Board, as prescribed by the "Secretarial Standard-1 on Meetings of Board of Directors" issued by the Institute of Company Secretaries of India:-
- 5-6. Notice of Interest by Directors and Key Managerial Personnel [Section 184(1) and Rule 9(3) of Chapter XII]
- 6-7. Office Copies of Notices, Scrutinizer's Report and related papers regarding General Meetings (including AGM) shall be preserved for as long as they remain current or for eight financial years, whichever is later and may be destroyed thereafter with the approval of the Board of Directors, as prescribed by the "Secretarial Standard-2 on General Meetings" issued by the Institute of Company Secretaries of India:-
- 7-8. Attendance Register for Board Meeting and recording of attendance of Meetings through Electronic Mode for eight financial years and may be destroyed thereafter with the approval of the Board of Directors, as prescribed by the "Secretarial Standard-1 on Meetings of Board of Directors" issued by the Institute of Company Secretaries of India.
- 8-9. Details / statement of unclaimed dividend [Section 124 and Rule 4 of Chapter VIII]
10. Any other document, certificates, statutory registers which may be required to be maintained and preserved for not less than eight years after completion of the relevant transaction under the Companies Act, 2013 and/or SEBI Regulations.

(iii) CATEGORY- C (DOCUMENTS TO BE PRESERVED FOR MINIMUM FIVE YEARS OR SUCH HIGHER PERIOD AS MAY BE DETERMINED BY THE BOARD OF DIRECTORS OR COMMITTEE THEREOF, FROM TIME TO TIME)

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1. Agreement / contract with the Managing or Whole-time Director [Section 190]
2. Certified copy of Resolutions for alteration of name clause, object clause or share capital clause in the Memorandum and Articles of Association and a printed copy of the document so altered [Section 13 to 15]
3. Documents filed with the Stock Exchanges, Securities and Exchange Board of India, Reserve Bank of India, Ministry of Corporate Affairs, Registrar of Companies, Regional Director or Central Government but not prescribed in this Policy.
4. Disclosure of Material Events/Information under Listing Regulations, 2015.
5. Disclosures from Promoters, Directors, Key Managerial Personnel and others under SEBI (Prohibition of Insider Trading) Regulations, 2015 [Regulation 4].
6. Certified copy of order of Regional Director confirming change of registered office from one place to another within a State [Section 12 and Rule 28 of Chapter III] or Certified copy of order of Central Government confirming change of registered office from one State to another [Section 12 and Rule 30 of Chapter II].
7. Register of Employee Stock Options, if any (Form SH-6) [Section 62(1)(b) & Rule 12 of Chapter IV].
8. Record of Private Placements (Form PAS-5) [Section 42 & Rule 14(3) of Chapter III].
9. Register of Sweat Equity Shares (Form SH-3) [Section 54 & Rule 8(14) of Chapter IV]

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(iv) CATEGORY D – GENERAL

In addition to the documents mentioned in Category ‘A’, ‘B’ and ‘C’ above, other documents, certificates, forms, statutory registers, records, etc. which are required to be mandatorily maintained and preserved shall be preserved for a stipulated period of time as per the existing Rules/ Procedures/ Practices of the Company or as per the applicable Statutory/ Regulatory provisions in this regard.

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2.3. RESPONSIBILITY

The Heads of respective Departments of the Company shall be responsible for preservation of the documents in terms of this Policy, in respect of the areas of operations falling under the charge of each of them.

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3.4. DESTRUCTION OF DOCUMENTS

After the expiry of the statutory retention period, the preserved documents may be destroyed in such mode under the instructions approved by the Board of Directors/ concerned Functional Director/ Head of the Department.

However, in the case of pending matters/litigation/disputes, the documents shall be preserved till the resolution of pending matter/litigation/dispute. The documents shall be destroyed after taking the approval of respective Department Head.

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This applies to both physical and electronic documents.

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4.5. 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.

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5.6. AMENDMENT TO THE POLICY

The Board of directors of the Company ("Board") may subject to applicable laws is entitled to amend, suspend or rescind this Policy at any time. Any difficulties or ambiguities in the Policy will be resolved by the Board of Directors in line with the broad intent of the Policy. The Board may also establish further rules and procedures, from time to time, to give effect to the intent of this Policy. Chairman, Five Core Electronics Limited is authorized to amend or modify this Policy on recommendations of the Audit Committee. However, no such amendment or modification shall be inconsistent with the applicable provisions of any law for the time being in force.

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