



AIMCO PESTICIDES LTD.

POLICY FOR ARCHIVAL & PRESERVATION OF DOCUMENTS

[Pursuant to Regulation 9 of the Securities and Exchange Board of India, (Listing Obligations and Disclosure Requirements) Regulations, 2015]

Preamble:

Regulations 9 and 30 (8) of the Listing Regulation requires the Board of Directors of the Company to frame a Policy for Archival & Preservation of Documents ("Policy").

Accordingly, the Board of Directors of Aimco Pesticides Limited (the Company) has adopted the Policy for Archival and Preservation of Documents.

Applicability:

This Policy is applicable to all documents maintained in physical and electronic mode by the Company. The preservation of documents should be such as to ensure that there is no tampering, alteration, destruction or anything that endangers the content, authenticity, utility or accessibility of the documents.

Definitions:

"Act" means the Companies Act, 2013.

"Authorised Person" means any person duly authorised by the Board.

"Board" means the Board of directors of the Company or its Committee.

"Company" means Bhagiradha Chemicals & Industries Limited.

"Document(s)" refers to any papers, notes, agreements, notices, advertisements, requisitions, orders, declarations, forms, correspondence, minutes, indices, registers and or any other relevant 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.

"Maintenance" means keeping Documents, either physically or in Electronic Form

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

“Listing Regulations” means the Securities Exchange Board of India (Listing Obligation and Disclosure Requirements) Regulations, 2015 the words and phrases used in this Policy and not defined here shall derive their meaning from the Applicable Law.

Time period for preservation of documents:

Time period for preservation of documents is classified into two categories as mentioned below:

- i. Documents whose preservation shall be permanent in nature; and (Annexure A)
- ii. Documents to be preserved for not less than eight years. (Annexure B)

Modes of Preservation:

The Documents may be preserved either in:

a. Physical form; or

b. Electronic form

- Head of the Department shall identify the nature of document and its preservation period as per statute and take appropriate action to maintain, preserve or destroy the same.

Archival policy:

All documents required as per Regulation 30(8) of the Listing Regulation which has been disclosed to BSE Limited will be uploaded on the Company’s website and will be available on the website for a minimum period of 5 years.

Policy Review:

This policy shall be reviewed from time to time so that the policy remains compliant with applicable legal requirements. The Company Secretary will keep the policy updated as per applicable statutory guidelines.

Amendment:

The Board shall have power to amend any of the provisions of this Policy, substitute any of the provisions with a new provision or replace this policy entirely with a new Policy according to subsequent modification(s) / amendment(s) to Regulations.

ANNEXURE A

Indicative List of Records to be preserved permanently

Sr. No.	Records/Documents
1	All incorporation documents
2	Memorandum and Articles of Association
3	Minutes of General meeting, Board and Committee meetings
4	Register and Index of Members, debenture-holders, if any or other security holders, if any
5	Register of Contracts as per Companies Act, 2013
6	Register of Charges as per Companies Act, 2013
7	Register of Investments as per Companies Act, 2013
8	Files relating to premises/ immovable properties viz. Title Deeds/Lease Deeds of owned premises/land and building, etc. and related Ledger / Register
9	Authorization / licenses/ Certificates/similar other documents obtained from any statutory authority
10	Policies of the Company framed under various regulations
11	Register of disposal of records
12	Register of renewed and duplicate Share Certificates
13	Foreign Register of Members, if any
14	All resolution passed by Postal ballot
15	Resolution passed by Circulations
16	Register of loan/guarantee/security or making an acquisition of securities
17	Common Seal
18	All transactions in foreign currency
19	Any other document/ records which are of permanent nature by virtue of any Act, Rule, Statute, Regulation etc from time to time
20	Register of Duplicate Share Certificate

ANNEXURE B

Indicative List of Records to be preserved for Eight (08) years:

Sr. No.	Records/Documents
1	Instrument creating charge or modification (from the date of satisfaction of charge) as per Companies Act, 2013
2	Register of Inter Corporate Loans and Investments as per the Companies Act, 2013
3	Annual Audited Accounts & Annual Returns as per Companies Act, 2013
4	Register of Deposits as per Companies Act, 2013, if any
5	Register of Allotment (from the date of each allotment) as per Companies Act, 2013
6	Vouchers / Voucher register and books of accounts as defined under subsection 13 of section 2 of the Companies Act, 2013
7	Income Tax Returns filed under Income Tax Act, 1961
8	All notices received from Directors and KMPs
9	Return of declaration in respect of beneficial interest in any share as per Companies Act, 2013
10	Copy of newspaper advertisement or publications
11	Records relating to Court Cases / CBI Cases / Police Cases/ Civil Suits/ Labour Court Cases/ Arbitration Cases.
12	Correspondences made with any statutory authority
13	Register of Power of attorneys, if any
14	Forms / returns/ reports filed with RBI/MCA or with any other statutory authority
15	Disclosure/ reports/ intimation under SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015
16	Register of Transfer and Transmission of securities