

ORG Investments and Holdings Limited
Policy On Preservation & Retention of Documents
Version 1.0
Internal



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1. Introduction

This policy is made in addition to KYC policy to ensure preservation/retention/disposal of the Documents to aid the employees in handling the Documents efficiently.

2. Definitions

2.1 “**Act**” means the Companies Act, 2013, Rules framed thereunder and any amendments thereto.

2.2 “**Applicable Law**” means any law, rules, circulars, guidelines or standards under which the preservation of the Documents has been prescribed.

2.3 “**Authorised Person**” means all employees of the Company.

2.4 “**Board**” means the Board of directors of the Company or its Committee.

2.5 “**Books of Account**” as per Section 2(13) of the Companies Act 2013 includes records maintained in respect of—

(i) all sums of money received and expended by a company and matters in relation to which the receipts and expenditure take place;

(ii) all sales and purchases of goods and services by the company;

(iii) the assets and liabilities of the company; and

(iv) the items of cost as may be prescribed under section 148 in the case of a company which belongs to any class of companies specified under that section;

2.6 “**Company**” means QRG Investments and Holdings Limited.

2.7 “**Current Document(s)**” means any Document that has an ongoing relevance with reference to any ongoing litigation, proceedings, complaint, dispute, contract or any like matter.

2.8. “**Document**” as per section 2(36) of the Companies Act 2013 includes summons, notice, requisition, order, declaration, form and register, whether issued, sent or kept in pursuance of this Act or under any other law for the time being in force or otherwise, maintained on paper or in electronic form;

2.9 “**Electronic Record(s)**” means the electronic record as defined under clause (t) of sub-section (1) of section 2 of the Information Technology Act, 2000.

2.10 “**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.

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

2.12 “**Preservation**” means to keep in good order and to prevent from being damaged or destroyed.

2.13 “**Retention**” means to keep the documents/records for the minimum period as required by applicable statutory provisions

2.14. “**Register**” means documents and records required to be maintained under: a. The Companies Act 2013 and Rules thereunder b. Secretarial Standards c. Any other law for the time being in force.

2.15. “**Records**” means documentary evidence of past events or transactions.

3. Coverage

This Policy is intended to guide the Company and its officials on maintenance of any Documents, their preservation and disposal.

4. Modes of Preservation

The Documents may be preserved in a. Physical form or b. Electronic Form.

The officer of the Company required to preserve the Document shall be Authorised Person who has to observe the compliance of requirements of Applicable Law and this policy.

5. Classifications

Custody of the Documents Subject to the Applicable Law, the custody of the Documents shall be with the Authorised Person, Where the Authorised Person tenders resignation or is transferred from one location of the Company to another, such Person shall hand over all the relevant Documents, lock and key, access control or password, or Disc, other storage devices or such other Documents and devices in his possession and such authorised person taking possession of documents needs to change the password.

6. Authority for approval of Policy

The Board shall have the authority for approval of this policy in pursuance to the Regulations.

7. Authority to make alterations to the Policy

The Whole Time Director is authorised to make such alterations to this Policy as considered appropriate, subject, however, to the condition that such alterations shall be in consonance with the provisions of the Act, Regulations thing and other applicable laws.

8. Retention/Destruction of Documents

The documents will be retained as per various regulatory and legal requirements. Prior to actual destruction/disposal in terms of this policy, the retention schedule may be reviewed by the Authorised Person if required due to an on-going business use, internal audit requirement or any other like reason. The temporary Documents, excluding the Current Document(s) shall be destroyed after the relevant or prescribed period by the Authorised Person in whose custody the Documents are stored after the prior approval of the Finance Committee of the Company. Electronic documents shall be removed after the expiry of prescribed retention period from all identified electronic repositories. A register of the Documents disposed/destroyed shall also be maintained. It shall state the brief particulars of the Documents destroyed, date of disposal/destruction and the mode of destruction. The entries in the register shall be authenticated by the Authorised Person. The format of the register has to be in accordance with Annexure II.

9. Maintenance of Documents in Indexed form

For ease of record reference, the Documents shall be preserved in an indexed form. The Documents shall be indexed appropriately by the Authorised Person. The index shall be updated as and when any changes occur in the records. The index shall be kept in physical form or in Electronic Form.

10. Conversion of the form in which the Documents are preserved

The physical Documents preserved may be converted, whenever required or felt necessary, into electronic form to ensure ease in maintenance of records and efficient utilization of space.

11. Interpretation

In any circumstance where the terms of this policy differ from any existing or newly enacted law, rule, Regulation or standard governing the Company, the law, rule, Regulation or standard will take precedence over these policies and procedures until such time as this policy is changed to conform to the law, rule, regulation or standard.
