



**POWER MECH**<sup>®</sup>

## ARCHIVAL POLICY

### **POWER MECH PROJECTS LIMITED**

**AN ISO 14001:2015, ISO 9001:2015 & ISO 45001:2018 CERTIFIED COMPANY**



**JAS-ANZ**



**Regd. & Corporate Office :**  
Plot No. 77, Jubilee Enclave, Opp. Hitex,  
Madhapur, Hyderabad-500081  
Telangana, India

Phone : 040-30444444  
Fax : 040-30444400  
E-mail : [info@powermech.net](mailto:info@powermech.net)  
Website : [www.powermechprojects.com](http://www.powermechprojects.com)



## 1. Introduction and Legal Framework:

Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations") refers to an archival policy as per which, all events or information which has been disclosed to stock exchange(s) under Regulation 30 of the Listing Regulations shall be hosted on the website of Power Mech Projects Limited ("the Company") for a minimum period of five years and thereafter as per the archival policy of the Company, which will be disclosed on its website i.e. <http://www.powermechprojects.com/>

## 2. Objective of the Policy:

Pursuant to Regulation 30 of the Listing Regulations, the Company shall disclose on its website certain events or information prescribed therein to the Stock Exchanges. Such disclosures shall also be made available on the Company's website for certain periods as statutorily required. This Policy shall be disc used on the Company's website at <http://www.powermechprojects.com/> in order to inform the stakeholders to facilitate them to retrieve past information which is of a statutory nature for a period as disclosed in the Policy.

## 3. Scope and Archival Process:

The Company is required to maintain certain types of corporate records for a specified period of time under applicable corporate/ securities laws, including but not limited to the Listing Regulations and the Companies Act, 2013 ("the Act").

There are certain types of records that need to be retained for a specified period of time, as identified below:

- a) Documents to be preserved permanently: The documents listed in **Schedule I** along with any other documents required legally shall be maintained and preserved permanently by the Company.
- b) Documents to be preserved for no less than eight (8) years: The documents listed in **Schedule II** along with any other documents required legally shall be maintained and preserved for no less than eight (8) years by the Company.
- c) Documents to be preserved for no less than three (3) years: All communications to the Board and committees of the Board with regard to calling of meetings
- d) The Document/Information/event disclosed to the stock exchanges under Regulation 30 of the Listing Regulations shall be displayed on the website of the Company for a period of five (5) years from the date of its publication and thereafter for a further period of three (3) years using appropriate technology.

In case a Document/Information is to be archived for a longer period as per applicable law then the document/information will be archived for the period as prescribed under that law.



#### 4. Review and Amendment

The Policy will be periodically reviewed by senior management. Amendments are subject to Board approval. The Board may review and amend the Policy as deemed necessary.

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##### **Schedule I: Documents whose preservation shall be permanent in nature**

<b>S. No.</b>	<b>Document</b>
1	Incorporation documents including Memorandum and articles of association
2	Register of members along with the index
3	Register of renewed and duplicate share certificates
4	Register of charges
5	Register of loans, guarantees, security and acquisition
6	Register of investments made by the Company not held in its name
7	Register of contracts or arrangements in which directors are interested
8	Minutes of General meetings, creditors meetings and resolutions passed by postal ballot
9	Minutes of the Board of Directors, committees of the Board of Directors and resolutions passed by circulation

##### **Schedule II: Documents with preservation period of not less than eight years after completion of relevant transaction**

<b>S. No.</b>	<b>Document</b>
1	Books of account including relevant books and papers and financial statements
2	Disclosures/ notices by a director of his interest
3	Register of deposits
4	Instrument creating a charge or modification
5	Annual return and copies of all certificates and documents required to be annexed thereto
6	Register of debenture holders
7	The attendance register of Board & Committee Meetings