



GOCL Corporation Limited

Policy on Preservation of Documents under the SEBI (Listing Obligations and Disclosures Requirements) Regulations, 2015

1. Preamble

This Policy is formulated under Regulation 9 of the Securities and Exchange Board of India (Listing Obligations and Disclosures Requirements) Regulations, 2015 (SEBI Listing Regulations) is approved by the Board of Directors of the Company and is effective from 1st December 2015.

2. Documents whose preservation shall be permanent

The following documents shall be preserved on permanent basis:

S. No.	Particulars
1	Minutes Books (Meetings of Shareholders, Board of Directors and the Board Committees)
2	Register of Members, Share Transfer Registers and related documents
3	Registers required to be maintained under the Companies Act
4	Licenses, Regulatory Approvals and Title Deeds of Properties
5	Court Orders for Scheme of Arrangement

3. Documents to be preserved for at least 8 years

All the important documents other than the documents mentioned at S.No.2 above shall be preserved at least for 8 years after completion of the relevant transactions. However, for constraints of space, documents in the nature of correspondence whether internal or external; and other documents / records not having any statutory relevance may be destroyed in less than 8 years.

4. Preservation of Documents through Electronic Means

All the documents and records that the Company is required to maintain may be maintained either in physical form or in electronic / digital form to the extent permissible under the relevant statutes and regulations, subject to the observance of the necessary conditions to avoid loss of the documents / information/ data.

5. Superseding Effect of the Statutes and Regulatory Provisions

The provisions of this Policy will get automatically superseded by the statutory and regulatory provisions as amended from time to time, to the extent this Policy is in conflict with them.