

**LOKESH MACHINES LIMITED**

**Registered Office: - B-29, EEIE, STAGE-II, BALANAGAR  
HYDERABAD- 500 037**

**CIN: L29219TG1983PLC004319**

**Tel: +91-40-23079310**

**Website: [www.lokeshmachines.com](http://www.lokeshmachines.com)**

**Email: [cosecy@lokeshmachines.com](mailto:cosecy@lokeshmachines.com)**

**POLICY ON PRESERVATION OF DOCUMENTS**

**LOKESH MACHINES LIMITED**

**POLICY FOR PRESERVATION, MAINTENANCE AND ARCHIVAL OF DOCUMENTS**

**1. PREAMBLE**

In compliance with the Regulation 9 and 30(8) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“**the Listing Regulations**”) this Policy for preservation, maintenance and archival of documents (the “Policy”) provides a framework for preservation, maintenance and archival of documents of the Company.

**2. OBJECTIVE**

The objective of this policy is to establish the framework needed for effective preservation, maintenance and archival of documents of the Company required in terms of Securities Laws defined under Regulation 2(1)(zf) and other laws and statutes applicable to the Company.

**3. POLICY FOR PRESERVATION / MAINTENANCE**

3.1. For the purpose of the policy the Documents of the Company shall be classified as below:

- a. Documents preserved permanently;
- b. Documents preserved for certain period of time as specified by any Act/ Rules/ Regulations, from time to time, which are applicable to the Company.
- c. Documents relating to Legal Cases shall be preserved for a period of not less than eight (8) years after completion/disposal of the relevant cases,

subject to the modifications, amendments, addition, deletion or any changes made therein from time to time.

3.2. The said Document and Records are to be maintained and preserved for the respective period mentioned above generally in electronic form shall be in the custody of the respective Department Head. However, wherever mandated by Law, may be maintained in physical form.

3.3. Where, the documents / records of the Company are maintained by any external agency like the Registrar and Share Transfer agents, such agency shall ensure the adoption of this policy for the preservation of the documents of the Company.

3.4 The system employed for the preservation of documents whether physical or in electronic mode shall ensure safety, could maintain confidentiality and is easy to retrieve whenever required.

## **Policy for Preservation, Maintenance and Archival of Documents**

- 3.5 Documents/ records of the Company which need to be preserved for a specified period, after completion of the specified period may be destroyed after making a list of documents to be destroyed and after inspected by a responsible officer of the company.
- 3.6 Documents/records which need not be preserved for a specific period or destruction of which is not controlled by any Law for the time being in force may be destroyed after making a list of documents destroyed and after inspected by a responsible officer of the company.

### **4. ARCHIVAL POLICY**

Any disclosure of events or information which have been submitted by the Company to the Stock Exchanges under Regulation 30 of the Listing Regulations shall be posted on its website and shall be hosted on the website of the Company for a period of 5 years from the date of its disclosure and shall thereafter be archived from the website of the Company for a period of 3 years from the date of archival.

### **5. PLACE OF PRESERVATION / MAINTENANCE**

The Documents and Records shall be preserved / maintained at the Registered Office of the Company or at any other place(s) as may be required.

### **6. AMENDMENT**

Should there be any inconsistency between the terms of the Policy and the Listing Regulations, the provisions of the Listing Regulations shall prevail. Any amendments to the Listing Regulations shall *mutatis mutandis* be deemed to have been incorporated in this Policy.

This Policy shall not be amended unless the amendment is approved by the Board of Directors or unless such amendment is required pursuant to change in the Listing Regulations / Applicable law.

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