

SHRI AHIMSA NATURALS LIMITED

CIN: L14101RJ1990PLC005641

**Registered Office: E-94, INDUSTRIAL AREA, BAGRU, EXT.BAGRU,
JAIPUR- 303007**

E-mail ID: info@shriahimsa.com

ARCHIVAL POLICY

as per

Regulation 30 of SEBI (LODR)Regulation, 2015

1) **Introduction:**

This Archival Policy as per Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“**LODR**”), outlines the methodology for the archival of material information/ material events that have been disclosed to the stock exchanges by Shri Ahimsa Mines and Minerals Limited (“**Company**”).

2) **Policy:**

a) **Archival Policy for submissions made to Stock Exchanges:**

Documents submitted to stock exchanges for dissemination to stakeholders will be retained on the website of the Company for a minimum period of five years or such higher period as may be prescribed by any applicable laws. The Document may thereafter be shifted to the Archive Section of the website, where it shall be retained for such as may be decided by the Company Secretary in consultation the Managing Director of the Company, after which it may be removed from the website.

Notwithstanding the above, the Management shall have the discretion to host any of such documents on the website of the Company for such additional period as the management may deem fit on a case to case basis.

b) **Archival Policy for other information hosted on the website pursuant to applicable legislations:**

All other documents/ information which are hosted on the website of the Company pursuant to any Law/ Regulation/ Guidelines as may be applicable to the Company from time to time, shall be retained on the website for such minimum period of time as may be specified under such Law/ Regulation/ Guidelines. The Documents may thereafter be shifted to the Archive Section of the website, where it shall be retained for such period as may be decided by the Company Secretary in consultation the Managing Director or Whole Time Director of the Company, after which it may be removed from the website.

Notwithstanding the above, the Management shall have the discretion to host any of such documents on the website of the Company for such additional period as the management may deem fit on a case to case basis.

c) **Archival Policy for other information voluntarily hosted on the website:**

All information/ documents hosted on the website of the Company voluntarily by the management, shall be retained on the website/ Archive section for such period of time

as may deem fit at the absolute discretion of the Management.

3) **General Authorization:**

The Management of the Company is authorized to periodically review the policy and make such changes as considered necessary.

4) **Dissemination of Policy:**

This Policy shall be disclosed on the website of the Company.

5) **Disposal and Destruction of Records**

After the expiry of the statutory retention period, the preserved documents may be destroyed. Destruction of documents as a normal administrative practice shall be followed for the records which are duplicate/unimportant/irrelevant. The Company will keep the policy updated as per statutory guidelines.

DOCUMENTS PRESERVED PERMANENTLY

The Company shall maintain the following documents permanently:

1. The Signed and Stamped Memorandum of Association and Articles of Association of the Company
2. Minutes of General Meeting, Board Meetings and various Committee Meetings
3. Register of Members along with Index
4. Foreign Register of Members; if any.
5. Register of Loans, guarantee, security and acquisition made by the Company
6. Register of investments not held in its own name by the Company, if any
7. Register of Contracts with related party and contracts and Bodies etc., in which directors are interested
8. Register of Charges
9. Register of Renewed and duplicate share Certificates
10. Register of director and Key Managerial Person
11. Intellectual Property Documents shall include, but shall not be limited to copyrights, Trademarks, Patents, and Industrial Design, Intellectual Property Rights documents that are owned by the Company shall be retained by the Company permanently.

DOCUMENTS PRESERVED FOR AT LEAST EIGHT YEARS

1. Books of accounts together with the vouchers relevant to any entry in such books of account.
2. Register of Debenture holders (Including Foreign Register or debentures) or Register of any other Securities issued by the Company
3. Copies of all Annual Return
4. Disclosure of interest receive form all the Directors of the Company in the manner prescribed
5. Attendance Registers, Notices, Agenda, Notes to Agenda and other related papers of General Meeting, Board Meeting and various Committee Meeting
6. Instrument creating a Charge or Modifying a Charge, if any.
7. Changes to the Memorandum of Association and Articles of association, if any
8. Register of deposits accepted or renewed, if any
9. Tax Records—Tax records including, but not limited to documents concerning tax assessment, tax filing, proof of deduction, tax returns, appeal preferred against any claim made by the relevant tax authorities, shall be maintained for a period of 8 years or for a period of 8 years after the a final order has been received with respect to any matter which was preferred for Appeal, as the case may be.
10. Employment/Personnel Record in case of employees of the Company
11. Relevant marketing and sales documents
12. Press release
13. Legal documents including but not limited to contracts, legal opinions, pleading, order passed by any court or tribunal or any other Authority empowered to give a decision on any matter, awards, document relating to property matters.

Place: Jaipur

Date: 14/06/2023