

MIRC Electronics Limited

POLICY ON PRESERVATION AND ARCHIVAL OF DOCUMENTS

Approved by Board of Directors on February 13, 2016

1. LEGAL FRAMEWORK

In terms of Regulation 9 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Listing Regulations), MIRC Electronics Limited (the Company) is required to formulate a policy for preservation of documents required to be maintained under the Listing Regulations in at least two categories as specified in the Listing Regulation.

In terms of Listing Regulation 30(8) of the Listing Regulations, the Company is required to formulate an archival policy for all disclosures of events/information to the stock exchanges and on website of the Company in terms of the Company's Policy for Disclosure of Events/Information and Determining of Materiality.

As per the requirement of the Listing Regulations, the Company has formulated this 'Policy on Preservation and Archival of Documents' ("**Policy**").

2. DEFINITIONS

"Board of Directors" or "Board" shall mean the Board of Directors of MIRC Electronics Limited, as constituted from time to time.

"Company" shall mean "MIRC Electronics Limited" a Company incorporated under the Companies Act, 1956.

"Documents" shall mean all papers, records, files, books, electronic storage devices etc., and the like as required to be maintained under any law or regulation for the time being in force.

"Employee" shall mean all employees of MIRC Electronics Limited.

"Listing Regulations" shall mean Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015.

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3. OBJECTIVE

This Policy sets the standards for managing, storing and preservation of documents of the Company broadly classified in the following two categories:

- A. The documents of a permanent nature (listed in **Annexure 1**) shall be maintained and preserved permanently by the Company subject to the modifications, amendments, additions, deletions or any changes made therein from time to time.

Provided that all such modifications, amendments, additions, deletions in the documents shall also be preserved permanently by the Company.

- B. The documents to be maintained and preserved for a specified time period after completion of the relevant transactions (listed in **Annexure-2**) shall be preserved by the Company for the term not less than eight years after completion of the relevant transactions subject to the modifications, amendments, additions, deletions or any changes made therein from time to time.

Provided that all such modifications, amendments, additions or deletions in the documents shall also be preserved for a term not less than eight years.

Provided further that the Company may keep the documents as specified above in an electronic mode.

4. ROLES & RESPONSIBILITIES

The respective Departmental Heads of the Company shall be responsible for maintenance, preservation and destroying of documents in respect of the areas of operations falling under the charge of each of them, in terms of this Policy.

5. GENERAL

Notwithstanding anything contained in this Policy, the Company shall ensure compliance with any additional requirements as may be prescribed under any laws/regulations either existing or arising out of any amendment to such laws/regulations or otherwise and applicable to the Company, from time to time.

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6. DESTRUCTION OF DOCUMENTS

After the expiry of the statutory retention period, the preserved documents may be destroyed in such mode under any instructions approved by the department head(s).

Destruction of documents as a normal administrative practice will also be followed for the records which are duplicate/unimportant/irrelevant.

This applies to both Physical and Electronic Documents.

7. 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 will be available 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.

8. COMMUNICATION AND DISSEMINATION OF THE POLICY

For all Employees and Directors, a copy of this policy shall be posted on the intranet and the website of the Company.

9. AMENDMENTS

The Board may subject to the applicable laws amend any provision(s) or substitute any of the provision(s) with the new provision(s) or replace this policy entirely with a new policy. However, no such amendment or modification shall be inconsistent with the applicable provisions of any law for the time being in force.

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Annexure 1

Documents whose preservation shall be permanent in nature

Sr. No.	Nature of Document(s)
1	Registration Certificates
2	Licenses & Statutory Approvals
3	Statutory Registers required under applicable laws
4	Audited financial statements
5	Minutes books of Board, General Meetings and Committee Meetings
6	Register of Members and Index of Members
7	Material Agreements/Contracts
8	Orders issued by Courts/Statutory bodies
9	Investment Documents/proofs including certificates etc.
10	Any other document as may be required to maintain permanently in terms of applicable law(s), maintained and preserved from time to time.

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Annexure 2

Documents with preservation period of not less than eight years after completion of the relevant transactions

Sr. No.	Nature of Document(s)
1	Books of Accounts, financial statements etc.
2	Annual Return(s)
3	Personnel Documents
4	Insurance Policies/ Claims under various policies
5	Correspondences with Departments/shareholders
6	Non-Statutory Registers/Documents
7	Any other document as may be required to maintain in terms of applicable law(s), maintained and preserved from time to time.