

SUPERTEX INDUSTRIES LIMITED

POLICY ON PRESERVATION OF DOCUMENTS

1. PREAMBLE

The Board of Directors (the “Board”) of Supertex Industries Limited (the “Company”) has approved the Policy for Preservation of Documents of the Company. This Policy has been formulated in accordance with the Regulation 9 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Listing Regulations).

2. OBJECTIVE OF THE POLICY

The main objective of this policy is to ensure that all the statutory documents are preserved in compliance with the Regulations and as per Policy framed in compliance with the Regulations and to ensure that the records no longer needed or which are of no value are discarded after following due process for the same.

3. TYPE OF DOCUMENTS AND TIME PERIOD FOR PRESERVATION

The company shall maintain and preserve documents as specified hereunder:

Category (A): The documents of permanent nature shall be maintained and preserved permanently by the Company.

Category (B): The documents of the company to be maintained and preserved for specified time period shall be preserved by the Company for the term not less than eight years after completion of the relevant transactions.

An indicative list of the documents and the time-frame of their preservation is provided in **Annexure – 1**.

4. MODES OF PRESERVATION

The Documents may be preserved in

- a. Physical form; or
- b. Electronic Form

The official of the Company who is required to preserve the document shall be Authorised Person who is generally expected to observe the compliance of statutory requirements as per applicable law.

The preservation of documents should be such as to ensure that there is no tampering, alteration, destruction or anything which endangers the content, authenticity, utility or accessibility of the documents.

The preserved documents must be accessible at all reasonable times. Access may be controlled by the concerned Authorised Person with preservation, so as to ensure integrity of the Documents and to prohibit unauthorized access.

5. DESTRUCTION OF DOCUMENTS

The documents of the Company which are no longer required as per the time schedule prescribed in the Annexure-1 may be destroyed. The concerned Authorised Person may direct employees in charge from time to time to destroy the documents which are no longer required as per the documents Preservation Schedule given under Annexure-1. The details of the documents destroyed by the Company shall be recorded in the Register for Disposal of Records to be kept by Employees who are disposing of the documents in the format prescribed at Annexure-2. The entries in the register shall be authenticated by the Authorised Person.

6. POLICY REVIEW

This policy shall be reviewed from time to time so that the policy remains compliant with applicable legal requirements. The Company Secretary will keep the policy updated as per applicable statutory guidelines.

7. AMENDMENT

The Board shall have power to amend any of the provisions of this Policy, substitute any of the provisions with a new provision or replace this policy entirely with a new Policy according to subsequent modification(s) / amendment(s) to Regulations.

ANNEXURE – 1

INDICATIVE LIST

A. PERMANENT PRESERVATION

- a) Common Seal, Certificate of Incorporation, Certificate of change of name, Memorandum and Articles of Association as amended from time to time
- b) Minutes books of Board, General Meetings and Committee Meetings,
- c) Statutory Registers,
- d) License and Permissions,
- e) Statutory Forms and disclosures except for routine compliance,
- f) Orders issued by Courts/Statutory bodies
- g) Audited financial statements

B. TEMPORARY PRESERVATION UPTO 8 YEARS

- a) Annual Returns,
- b) Board Agenda and supporting documents,
- c) Attendance Register,
- d) Office copies of Notice of General Meeting and related papers,
- e) Office copies of Notice of Board Meeting / Committee Meeting, Notes on Agenda and other related papers,
- f) Books of accounts, financial statements, bank statements etc. and

C. OTHERS

All other documents of the Company shall be maintained in compliance with the requirements of the applicable laws.

ANNEXURE - 2

SPECIMEN FORMAT OF THE REGISTER OF DOCUMENTS DISPOSED-OFF / DESTROYED

PARTICULARS OF DOCUMENT	DATE AND MODE OF DESTRUCTION	INITIALS OF THE AUTHORISED PERSON