

# **MAS FINANCIAL SERVICES LIMITED**

## **POLICY FOR PRESERVATION OF DOCUMENTS** **&** **ARCHIVAL OF DOCUMENTS**



*The Power of Distribution*

**POLICY FOR PRESERVATION OF DOCUMENTS  
&  
ARCHIVAL OF DOCUMENTS [PERTAINING TO  
EVENTS/INFORMATION DISCLOSED TO STOCK  
EXCHANGE] IN WEBSITE**

[Framed under Regulation 9 & 30 (8) of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015]

**PREFACE:**

Regulation 9 of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015, provides that

*The listed entity shall have a policy for preservation of documents, approved by its board of directors, classifying them in at least two categories as follows-*

- (a) documents whose preservation shall be permanent in nature;*
- (b) Documents with preservation period of not less than eight years after completion of the relevant transactions:*

*Provided that the listed entity may keep documents specified in clauses (a) and (b) in electronic mode.*

- Regulation 30 (8) of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015, provides that:

*The listed entity shall disclose on its website all such events or information which has been disclosed to stock exchange(s) under this regulation, and such disclosures shall be hosted on the website of the listed entity for a minimum period of five years and thereafter as per the archival policy of the listed entity, as disclosed on its website.*

- Pursuant to these Regulations, ~~MA~~ Financial Services Limited [“the Company”] has a strategic objective of ensuring that significant documents as specified in this Policy are safeguarded and preserved to ensure longevity of such documents.
- Therefore, to ensure compliance with the aforesaid Regulations, the Company hereby frames the Policy for Preservation of Documents & Archival of Documents pertaining to events/information disclosed to stock exchange in its website, which is mentioned below:



# **I. POLICY FOR PRESERVATION OF DOCUMENTS**

[Framed under Regulation 9 of Chapter III of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015]

## **1. Definitions**

In this Policy, unless the context otherwise requires:-

“Company” means ~~AA~~ Financial Services Limited.

“Regulations” means Securities and Exchange Board of India (Listing Obligations & Disclosure Requirements) Regulations, 2015.

Words and expressions used in this Policy but not defined shall have the meaning as given in the SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015.

- Any subsequent modification and/or amendments brought about by SEBI in the SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015 shall automatically apply to this Policy.

## **2. Purpose and Scope**

The purpose of this document is to present a high level policy statement for ~~AA~~ Financial Services Limited (“the Company”) regarding preservation of its documents in accordance with all the statutory and regulatory provisions applicable to the Company including the Companies Act, 2013 and SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“LODR”).

This policy would contain guidelines on how to identify documents that need to be maintained, how long certain documents should be retained, and how and when those documents should be disposed of, if no longer needed pursuant to the applicable statutory and regulatory provisions.

This policy has been adopted and approved by the Board of Directors at its meeting held on 21<sup>st</sup> December 2016.

## **3. Classification of Documents to be preserved / retained**

The Board of Directors has classified the documents to be retained and preserved in two categories which are mentioned below:

