

# Cupid Limited

## Regd. Office

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## **POLICY ON PRESERVATION OF DOCUMENTS**

*[Pursuant to Regulation 9 of the Securities and Exchange Board of India, (Listing Obligations and Disclosure Requirements) Regulations, 2015]*

### **1. EFFECTIVE DATE AND POLICY ENFORCEMENT:-**

The Policy shall be effective from 1<sup>st</sup> day of February, 2016.

### **2. PURPOSE OF POLICY:-**

The corporate records of the Company are the important assets for the Company and hence the Company seeks to access and manage its records effectively, and is obliged to create, maintain, preserve and dispose of records as per this Policy.

This policy categorizes the records that will be preserved indefinitely without any time limit and the records that will be preserved for specified period of time and outlines responsibilities to create, maintain and lawfully dispose of the records. It endorses the preservation of records in the Company's Archives.

### **3. DEFINITIONS:-**

- i. **“Company”** means “Cupid Limited”;
- ii. **“Board”** means the board of directors of the Company;
- iii. **“Listing Regulations”** means the Securities and Exchange Board of India, (Listing Obligations and Disclosure Requirements) Regulations, 2015;
- iv. **“Policy”** means this Policy of Preservation of Documents of the Company;
- v. **“Records”** in relation to this policy includes accounting records, “book and paper” and “book and paper” as defined in sub-section 12 of section 2, books of account as defined in sub-section 13 of section 2 of the Companies Act, 2013 and statutory and other documents of material significance.

Any other term not defined herein shall have the same meaning as ascribed to it under the Companies Act, 2013, Listing Agreement, Listing Regulations framed by the Securities Exchange Board of India or any other relevant regulation/legislation applicable to the Company.

#### **4. OBJECTIVE OF POLICY:-**

This Policy mechanism provides the comprehensive framework for preservation of documents for a specified period of time to achieve the following objectives:

- a) Effective corporate governance and risk management;
- b) Effective information management to support the work of the administrations and provision of continued access to it at times when needed;
- c) Systematic disposal/destruction of Company's non-current records that have outlived their administrative usefulness.
- d) Identification of the Company's records that are of continuing administrative and historical value to warrant their transfer to and preservation in the Company's Archives.

#### **5. SCOPE OF THE POLICY:-**

For the purpose of achieving the above objectives, the documents covered as per this Policy have been divided into two sections, i.e. the records or the documents that will be preserved permanently by the Company and the records or the documents that will be preserved for the period of at least 8 years and not permanently. This Policy applies to the records maintained by the Company in any format or medium. The records which are not required to be retained permanently shall be disposed off according to this Policy.

#### **6. AUTHORITY AND RESPONSIBILITY:-**

Pursuant to the Listing Regulations, this Policy has been established and approved by the Board of Directors in its meeting held on 28<sup>th</sup> January, 2016.

The Company Secretary and Chief Financial Officer of the Company, shall be responsible to deal with the records according to the time frame prescribed in the Policy for their preservation.

All staff and management of the Company shall assist in implementing this Preservation Policy as appropriate to their respective roles and responsibilities.

## **7. CLASSIFICATION OF RECORDS:-**

Based on the requirement and for the purpose of effective management, the period for which the records of the Company shall be maintained have been classified into two categories:

- I. Documents whose preservation shall be permanent in nature;
- II. Documents whose preservation shall be at least for 8 years.

The classification of the documents has been made in the Annexure which forms part of this Policy. While prescribing different time periods for preservation of records, the following aspects have been taken into account:

- (a) Compliance with statutory and regulatory requirements.
- (b) Requirements of SEBI/RBI/MCA officials to have access to certain records.
- (c) Requirements of internal and external auditors to have access to certain records.

The documents or records not covered by this Policy shall be maintained by the Company for the time period specified for their preservation under any statute or regulation, for the time being in force.

## **8. LOCATION OF RECORDS:-**

As mandated by the Companies Act, 2013 or under any other statute, certain records shall be located at the registered office of the Company. The records for which no specific place has been specified under any statute may be maintained at the corporate office of the Company or at any other place as may be, decided by the officers of the Company considering their utilization and usefulness.

## **9. RECORD RETENTION SCHEDULE:-**

The records referred to in Annexure A of this Policy shall be maintained permanently.

Records should not be kept longer than is necessary and should be disposed of at the right time as unnecessary retention of records consumes time, space and equipment use. The records referred to in Annexure B shall be preserved for at least 8 years or may be disposed of after the expiry of the periods of their preservation, after the approval of the Company Secretary and Chief Financial Officer of the Company.

The Company shall maintain a register of disposal of records in the custody of the Compliance Officer of the Company, wherein the brief particulars of the records disposed off shall be entered. The register of

disposal of records shall contain the following columns:

- a) Item Number;
- b) Brief Particulars of the records disposed of;
- c) Date of approval for disposal of records;
- d) Date of disposal; and
- e) Mode of destruction

This register of disposal of records shall be maintained permanently by the Company with the assistance of the Compliance Officer either in physical or electronic form.

#### **10. RECORD APPRAISAL:-**

The Company shall at regular intervals carry out the appraisal of the records preserved as per this Policy. The purpose of the appraisal process shall be to ensure that the records are examined at the appropriate time to determine (i) whether or not they are worthy of archival preservation; (ii) whether they need to be retained for a longer period as they are still in use; or (iii) whether they should be destroyed. The appraisal of records shall be undertaken only after the approval of the Company Secretary and Chief Financial Officer of the Company.

The Company Secretary of the Company shall be the Compliance Officer of the Company.

#### **11. REVIEW OF THE POLICY:-**

This policy shall be subject to review by the Board as may be deemed necessary and in accordance with any regulatory amendments.

**Dated: 28<sup>th</sup> January, 2016**

**Mr. Saurabh V. Karmase**  
**Company Secretary**

ANNEXURE – A

**RECORDS TO BE PRESERVED PERMANENTLY**

| <b>Item No.</b> | <b>Records</b>  |
|-----------------|---|
| 1.              | Certificate of incorporation  |
| 2.              | Certificate for commencement of business  |
| 3.              | Memorandum and Articles of Association  |
| 4.              | Agreements made by the Company with Stock Exchanges, Depositories, etc.   |
| 5.              | Minute Books of General Meetings, Board and Committee Meetings as per Companies Act, 2013                                       |
| 6.              | Register and Index of Members, debenture-holders, if any or other security holders, if any                                      |
| 7.              | Register of Contracts as per Companies Act, 2013  |
| 8.              | Register of Charges as per Companies Act, 2013  |
| 9.              | Register of Investments as per Companies Act, 2013  |
| 10.             | Files relating to premises viz. Title Deeds/Lease Deeds of owned premises/land and building, etc. and related Ledger / Register |
| 11.             | Authorization / licenses obtained from any statutory authority  |
| 12.             | Policies of the Company framed under various regulations  |
| 13.             | Register of disposal of records   |
| 14.             | Certificates obtained from various statutory authorities  |
| 15.             | Such other records as may be required under any law from time to time   |

**ANNEXURE – B**

**RECORDS TO BE PRESERVED FOR MINIMUM PERIOD OF  
EIGHT YEARS**

| <b>Item No.</b> | <b>Records</b>  |
|-----------------|---|
| 1.              | Instrument creating charge or modification (from the date of satisfaction of charge) as per Companies Act, 2013           |
| 2.              | Register of Inter Corporate Loans and Investments as per the Companies Act, 2013  |
| 3.              | Annual Returns as per Companies Act, 2013   |
| 4.              | Register of Deposits as per Companies Act, 2013   |
| 5.              | Register of Allotment (from the date of each allotment) as per Companies Act, 2013  |
| 6.              | Annual financial statements including:<br>- Annual accounts<br>-Directors report<br>-Auditors report                      |
| 7.              | Vouchers / Voucher register and books of accounts as defined under sub-section 13 of section 2 of the Companies Act, 2013 |
| 8.              | Income Tax Returns filed under Income Tax Act, 1961   |
| 9.              | All notices in form MBP – 1 received from Directors and KMPs along with any amendment thereto                             |
| 10.             | Return of declaration in respect of beneficial interest in any share as per Companies Act, 2013                           |
| 11.             | Copy of newspaper advertisement or publications   |
| 12.             | Records relating to Court Cases / CBI Cases / Police Cases/ Civil Suits/ Labour Court Cases/ Arbitration Cases.           |
| 13.             | Compliance Reports received from any statutory authority  |

|     |  |
|-----|--|
| 14. | Correspondences made with any statutory authority                          |
| 15. | Register of Power of attorneys, if any                                     |
| 16. | Forms and returns filed with RBI/MCA or with any other statutory authority |