

VERITAS (INDIA) LIMITED

POLICY ON PRESERVATION OF DOCUMENTS

1. PREAMBLE

The Board of Directors (the “Board”) of Veritas (India) Limited (the “Company”) has adopted the Policy (“The Policy”) for preservation of Documents / Records maintained by the Company either in Physical Mode or Electronic Mode.

This Policy is prepared in terms of Regulations 9 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (the “Listing Regulations”) and shall be effective from December 1, 2015.

2. OBJECTIVE

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

The major objectives of the policy are:

- Identifications of Statutory registers and other records of the Company which are required to be preserved.
- Identification and categorization of the statutory registers and other records to be maintained either for eight years or permanently.
- Decide whether the Statutory records and documents are to be preserved in physical or electronic form.
- After completion of 8 years, for the Statutory documents which are to be preserved for a period of 8 years only may be disposed of as per the guidelines of the Policy or as decided by the Board of Directors at that time.

3. DEFINITIONS

“**Act**” means the Companies Act, 2013 and the rules framed thereunder any amendments thereto;

“**Regulations**” means SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (the “Listing Regulations”) and the amendments thereto;

“**Secretarial Standards**” means the standards as prescribed by the Institute of Companies Secretarial of India (ICSI);

“**Board of Directors**” or “**Board**” means the collective body of the directors of the Company;

“**Company**” means VERITAS (INDIA) LIMITED wherever it occurs;

“**Policy**” or “**This Policy**” means the Policy on Preservations of Documents;

“Maintenance” means keeping Documents, either in physical or Electronic Form;

“Preservation” means to keep in good order and to prevent from being altered, damaged or destroyed;

“Documents” means any documents maintained in any medium (paper, electronic, optical, magnetic, etc.) that is created, received, transmitted or used in the course of and in relation to the business of the Company;

“Electronic Form” means any contemporary electronic device such as computer, laptop, compact disc, floppy disc, space n electronic cloud, or any other form of storage and retrieval device, considered feasible, whether the same is in possession or control of the Company or otherwise the Company has a control over access to it.

4. GOVERNING LAW

This policy shall be governed by the Companies Act, 2013, SEBI Act, Rules and Regulations, Secretarial Standards and all other laws, rules and regulations as may be applicable to the Company for the time being in force.

Regulation 9 of the Listing Regulation 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.

Accordingly, the Company has classified the preservation of documents to be done in the following manner:

- (a) documents that need to preserved and retained permanently, subject to the modifications, amendments, addition, deletion or any changes made therein from time to time.
- (b) documents that need to be preserved and retained for a period of not less than 8 years after the relevant transaction, subject to the modifications, amendments, addition, deletion or any changes made therein from time to time.

5. MODE OF PRESERVATION

Physical as well as soft copy records shall be in the custody / Control of Compliance officer.

6. DESTRUCTION OF DOCUMENTS

The documents of the Company which are no longer required to be preserved as per the time schedule may be destroyed in appropriate manner. The concerned officer may direct employees in charge from time to time to destroy the documents which are no longer required as per the documents preservation. The destruction should be carried out in a way that preserves the confidentiality of any

information they contain, if so required. The records maintained under this policy can be destroyed in any one of the following ways:

- Recycle non-confidential paper records;
- Shred or otherwise render unreadable confidential paper records; or
- Delete or destroy electronically stored data.

REVIEW AND AMENDMENT

The Policy shall be reviewed as and when required to ensure that it meets the objectives of the Statutory Provisions and remains effective. Any change in the Policy shall be approved by the Board of Directors of the Company. The Board of Directors shall have the right to withdraw and / or amend any part of this Policy or the entire Policy, at any time, as it deems fit, or from time to time, and the decision of the Board in this respect shall be final and binding. Any subsequent amendment/modification in the Listing Regulations and/or any other laws in this regard shall automatically apply to this Policy. The Company Secretary will keep the policy updated as per applicable statutory guidelines.

This Policy is approved by the Board of Directors at their meeting held on 12th August, 2016.