

UFO MOVIEZ INDIA LIMITED

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POLICY FOR PRESERVATION OF DOCUMENTS

1. Introduction:

In accordance with the Regulation 9 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Listing Regulations), UFO Moviez India Limited (the “**Company**”) has, *inter alia*, framed this policy for preservation of documents.

The Board of Directors of the Company (“**Board**”) has adopted the following policy for preservation of documents.

2. Title:

This Policy shall be called “Policy for preservation of documents.”

3. Policy:

- (a) The Company for the purposes of preservation of documents has classified them into three categories as below:
 - i. documents whose preservation shall be permanent in nature;
 - ii. documents with minimum preservation period of eight years after completion of the relevant transactions.
 - iii. documents with preservation period less than eight years after completion of the relevant transactions.
- (b) The Company may keep documents specified in above sub-clauses (i), (ii) and (iii) in electronic mode.
- (c) Based on the above said classification of the documents, the Company has identified the documents which shall be preserved in the manner stated in the “**Annexure – I**”:
- (d) The Chairman or the Managing Director or the Joint Managing Director if the Company may at their sole discretion add or remove documents from the above mentioned list which are of non-statutory nature.

4. Destruction of documents:

The documents of the Company which are no longer required as per the time schedule prescribed in the Annexure - I may be destroyed. The Head of the Department 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 – I**”. 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 – II**”.

5. Dissemination of Policy:

(a) For all employees this Policy shall be disclosed on the intranet of the Company.

(b) For all new Directors, a copy of this Policy shall be handed over as a part of the joining documentation.

Documents Preservation Schedule

The Documents Preservation Schedule is organised as follows:

Section Topic

- A. Corporate Records
- B. Accounts & Finance
- C. Tax Records
- D. Legal Files and papers
- E. Property Records
- F. Insurance Records
- G. Personnel Records
- H. Electronic Records
- I. Sales Records

A. CORPORATE RECORDS		
Sr. No.	Record Type	Preservation Period
Documents to be retained permanently		
1.	Common Seal	Permanent
2.	Minutes Books of Board, General Meetings and Committees Meetings	Permanent
3.	Statutory Registers	Permanent
4.	License and Permissions	Permanent
5.	Statutory Forms except for routine compliance	Permanent
6.	Scrutinizers Reports	Permanent
7.	Register of Members and Index of Members	Permanent
Documents to be retained for a minimum period of 8 years		
8.	Annual Returns	8 years from the filing with the Ministry of Corporate Affairs
9.	Board Agenda and supporting documents	8 years
10.	Attendance Register	8 years
11.	Office copies of Notice of General Meeting and related papers	8 years
12.	Office copies of Notice of Board Meeting / Committee Meeting, Agenda, Notes on Agenda and other related papers	8 years
Miscellaneous		
13.	Register of Debenture-holders, if any and Index of debenture-holders, if any.	15 years after the redemption of debentures.

B. ACCOUNTS & FINANCE		
Sr. No.	Record Type	Preservation Period
Documents to be retained permanently		
1.	Annual Audit Reports and Financial Statements	Permanent
Documents to be retained for a minimum period of 8 years		
2.	Books of Accounts, Ledgers and Vouchers	8 years from the end of Financial Year or completion of assessment under Income Tax whichever is later
3.	Bank Statements	8 years from the end of Financial Year or completion of assessment under Income Tax whichever is later
4.	Investment Records	8 years from the end of Financial Year or completion of assessment under Income Tax whichever is later
Miscellaneous		
5.	Annual Plans and Budgets	3 years after completion of Audit
C. TAX RECORDS		
Sr. No.	Record Type	Preservation Period
Documents to be retained for a minimum period of 8 years		
1.	Income Tax papers	8 years from the end of Financial Year or completion of assessment under Income Tax whichever is later
2.	Service Tax papers	5 years from the end of Financial Year or completion of assessment under Service Tax whichever is later
3.	VAT and Central Sales Tax	8 years from the end of Financial Year or completion of assessment under Respective State VAT law whichever is later
D. LEGAL FILES AND RECORDS		
Sr. No.	Record Type	Preservation Period
Documents to be retained permanently		
1.	Court Orders	Permanent

Documents to be retained for a minimum period of 8 years		
2.	Contracts, Agreements and Related correspondence (including any proposal that resulted in the contract and other supportive documentation)	8 years after termination or expiration of contracts
Miscellaneous		
3.	Legal Memoranda and Opinions including subject matter files	3 years after the close of matter
4.	Litigation files	3 year after close of the Litigations
E. PROPERTY RECORDS		
Sr. No.	Record Type	Preservation Period
Documents to be retained permanently		
1.	Original Purchase and Sale Agreement	Permanent
2.	Property Card, Index II, Ownership records issued by Government Authority	Permanent
3.	Property Insurance	Permanent
F. INSURANCE RECORDS		
Sr. No.	Record Type	Preservation Period
Documents to be retained permanently		
1.	Insurance Policies	Till the life of insurance policy
G. PERSONNEL RECORDS		
Sr. No.	Record Type	Preservation Period
Documents to be retained permanently		
1.	Payroll Registers	Permanent
2.	Bonus, Gratuity and other Statutory Records	Permanent
Documents to be retained for a minimum period of 8 years		
3.	Time office Records and Leave Cards	8 years
4.	Unclaimed Wages Records	8 years
5.	Employees Information Records	8 years after separation
6.	PF, ESIC & LWF Records	5 years from the date of the last inspection
H. ELECTRONIC RECORDS		
1. Electronic Mail: Emails received and sent through the Company's exchange server are backed up every day and retention period is infinite.		
2. All workstations' Internet Explorer should be scheduled to delete Internet cookies once per month.		

