



**DIGICONTENT LIMITED**  
*(formerly HT Digital Ventures Limited)*

**POLICY FOR PRESERVATION OF DOCUMENTS**

**1.0 INTRODUCTION**

- 1.1 This Policy may be called the '*Policy for preservation of documents*' (the '**Policy**').
- 1.2 The Policy provides framework for preservation of documents of Digicontent Limited ('**the Company**'), in accordance with, and to comply with the provisions of Regulation 9 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ('**Listing Regulations**').
- 1.3 The Policy has been approved by the Board of Directors ('**the Board**') on 18<sup>th</sup> April, 2019, and will become effective upon listing of equity shares of the Company on stock exchanges.

**2.0 DEFINITIONS**

The capitalized terms used but not defined herein shall have the meaning ascribed to such terms in the Companies Act, 2013, Rules made there under, Listing Regulations or any other applicable law ('**Statutory Provisions**'), as the case may be. In case any one or more provisions of the Policy are contrary to or inconsistent with the Statutory Provisions, the Statutory Provisions shall prevail.

**3.0 OBJECTIVE**

- 3.1 As required under Regulation 9 of Listing Regulations, documents to be preserved shall be classified in following two categories -
- (a) documents whose preservation shall be permanent in nature; and
  - (b) documents with preservation period of not less than eight years after completion of the relevant transaction(s).
- 3.2 The Policy covers all documents, records, papers etc., maintained in physical and/or electronic form under the Companies Act, 1956 & 2013, Securities Contracts (Regulation) Act, 1956, Depositories Act, 1996, and the rules, regulations, circulars or guidelines made thereunder.

**4.0 PRESERVATION OF DOCUMENTS**

- 4.1 Following documents of the Company shall be preserved and maintained permanently:

<b>Sl. No.</b>	<b>Particulars of Documents</b>
i.	Minutes book of meetings of the Board of Directors
ii.	Minutes book of meetings of Committees of the Board

iii.	Minutes book of General Meetings of the members including resolutions passed by postal ballot
iv.	Minutes book of the meetings of creditors
v.	Register of Members along with Index thereof
vi.	Register of Renewed and Duplicate Share Certificates
vii.	Register of Charges
viii.	Register of loans, guarantee, security and acquisition made by the Company
ix.	Register of investments not held in its own name by the Company
x.	Register of contracts with related party and contracts and Bodies etc. in which directors are interested
xi.	Certificate of incorporation and Certificate of Commencement of Business
xii.	Register of Directors and Key Managerial Personnel and their Shareholding
xiii.	Documents relating to incorporation and changes in any of the clauses of the Memorandum and Articles of Association

4.2 Following documents of the Company shall be preserved and maintained for the period mentioned hereinbelow:

<b>Sl. No.</b>	<b>Particulars of Documents</b>	<b>Preservation Period</b>
i.	Books of Accounts together with relevant vouchers	8 Financial Years
ii.	Attendance Register for the Meetings of the Board and its Committees	8 Financial Years
iii.	Attendance Register of General Meetings	8 Financial Years
iv.	Register of debenture holders/other securities holders along with Index thereof	8 years from the date of redemption of debentures or securities
v.	Register of Deposits accepted and renewed	8 years from the financial year in which the latest entry is made in the register
vi.	Register of Proxies	8 years

vii.	Office copies of Notices, Agenda, Notes on Agenda and other related papers of Board and Committee meetings	8 Financial Years
viii.	Office copies of Notices, scrutiniser's reports and related papers of General Meetings and postal ballot	8 Financial Years
ix.	Register of Employee Stock Options	8 years from the financial year in which last outstanding stock option have been either exercised/ lapsed / cancelled
x.	Instruments creating or modifying the charge	8 years from the date of satisfaction of charge
xi.	Annual Returns prepared under section 92 of the Companies Act, 2013 and copies of all certificates and documents annexed thereto.	8 years from the date of filing with the Registrar of Companies
xii.	Disclosure of interest by Directors	8 Financial Years
xiii.	Shareholding pattern filed with the Stock Exchanges	8 Financial Years
xiv.	Corporate Governance Report submitted to the Stock Exchanges	
xv.	Reconciliation of share capital audit reports submitted to the Stock Exchanges	
xvi.	Any other documents submitted or disclosures made to the Stock exchanges	
xvii.	Books relating to the issue of share certificates (other than in case of disputed cases)	30 years
xviii.	Documents filed with Registrar of Companies or Ministry of Corporate Affairs (other than the documents which are required to be maintained permanently)	8 Financial Years

4.3 Any other document required to be preserved in accordance with the extant provisions of an applicable law, rules, regulations etc., shall be preserved accordingly.

**5.0 DESTRUCTION OF DOCUMENTS/RECORDS**

After the expiry of preservation period mentioned above, documents/records may be destroyed in the manner prescribed by law/procedure followed by the Company. Wherever required the documents may be destroyed with the approval of Chief Financial Officer/Company Secretary.

**6.0 REVIEW / AMENDMENT**

The Policy can be amended, abrogated or modified by the Board, from time to time.