

PRESERVATION OF DOCUMENTS POLICY

ONESOURCE TECHMEDIA LIMITED

Preamble:

This policy attempts to preserve and maintain documents of the organisation. During the course of business, the Company generates several documents either in physical or in electronic mode. Most of the documents are useful for a short span of time and are kept for a definite period, but some documents may be required to be maintained permanently during the lifetime of the organisation. In order to preserve such documents, the Company needs to implement a well-considered, well-documented plan to ensure that they remain in good condition over a period of time.

Purpose of the policy:

The purpose of this policy is to establish the framework needed for effective management of the documents and set principles for Company's approach to preserve them. In order to efficiently conduct its business, the storage, retrieval and management of documents is critical.

A good document preservation program is fundamental to the Company's commitment to administrative efficiency, transparency and accountability. It enables the Company to take decisions and actions by providing essential evidence in the form of documents.

This policy seeks to ensure that the Company's business is adequately documented that are then managed in accordance with best practice.

Preservation of documents is the responsibility of all staff & users of archives of the Company to ensure their continuous and timely availability.

Scope:

This policy is applicable to all departments of the Company. It ensures that the Company maintains both electronic and physical documents as per various statutory requirements and are subject to the same degree of confidentiality and care.

Definitions:

"Preservation" is maintenance of documents, files and data in usable form.

"Documents" means recording of information in any form including data in computer systems, created or retrieved and maintained by an organisation or person in the transaction of business or the conduct of affairs and kept as evidence of such activity.

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“Document Keeping” means making and maintaining complete, accurate and reliable evidence of business transactions in the form of recorded information.

“Company” means Onesource Techmedia Limited

“Board of Directors” or “Board” means the Board of Directors of Onesource Techmedia Limited, as constituted from time to time.

“Policy” means policy on Preservation of documents.

“Storage Options” means

Online storage: Documents are kept on a server or hard drive and are immediately available for use over a network. This option is best for documents that must be accessed frequently.

Near-line storage: Documents are stored on media such as optical disks in juke boxes or tapes in automated libraries which are attached to a network. Their retrieval is slower than compared to the online storage, it is appropriate for documents that are occasionally accessed.

Offline storage: Documents are stored on removable media and must be manually retrieved. This option provides the slowest access and should be used for documents that are only rarely needed.

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

Policy:

a) LEGISLATIVE FRAMEWORK AND STANDARDS

- i) Companies Act, 2013.
- ii) Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015.

b) CREATION OF DOCUMENTS

All employees of the Company are required to create accurate documents regarding their respective matters. The documents should:

- i) facilitate necessary action by employees and their successors at any level at all points of time;
- ii) facilitate proper scrutiny of the conduct of businesses by anyone authorized to undertake such scrutiny;
- iii) protect the financial, legal and other rights of the organisation, its clients and any other people affected by its actions and decisions.

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c) MAINTAINENCE OF DOCUMENTS

Every member of the Company is responsible for making and keeping the documents as may be necessary to fully and accurately record the functions, activities, transactions and affairs of the Company. They must handle the documents sensibly and with care and preserve them to avoid any damage before its prescribed time limit.

- Digital documents can be maintained in forms such as emails, web pages or database records, plus scanned versions of papers that have been digitised in business processes.
- Physical documents to be maintained in books and files.
- All digital and physical records to be saved at the registered office/ Corporate Office or at any other place as prescribed under Companies Act, 2013, Listing Regulations and any other applicable laws and no physical records can be migrated without permission of the respective Department Head
- A reproduction of any original record on microfilm or on any other medium shall be certified by the respective Head of Department of the Company to be a true and accurate reproduction of the original of such document.

d) DISPOSAL AND DESTRUCTION OF DOCUMENTS

- All documents mentioned in Category A which are temporary in nature must be preserved for a period not more than 8 years from the end of the financial year or occurrence of the events or such other period as may be prescribed under any law for the time being in force and thereafter the records can be destroyed. However, all documents mentioned in Category B need to be permanently preserved by the Company during its entire life time. Utmost care is to be taken to ensure that files are well preserved.
- The Company shall maintain a register wherein it shall enter brief particulars of the documents destroyed and all entries made therein shall be authenticated by the Department Head for the purpose. Inspection of this register is restricted.

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Sl. No	Category A	Category B
1	Books of Accounts including vouchers relevant to any entry in such books of account	Register of loans, guarantee, security and acquisition made by the company
2	Disclosures/ Notices by adirector of his interest	Register of investments not held in its own name by the company
3	Registers of deposits	Register of contracts with related party and contracts and Bodies etc. In which directors are interested
4	The instrument creating a charge or modification	Register of charges
5	Register of debenture-holders including an index of the names	Register of Members including an index of the names
6	Annual return and copies of all certificates and documents required to be annexed thereto	foreign register of members
7	<p>all certificates surrendered to a company shall immediately be defaced by stamping or printing the word "cancelled" in bold letters.</p> <p>The above mentioned certificates may be destroyed after the expiry of three years from the date on which they are surrendered, under the authority of a resolution of the Board and in the presence of a person duly appointed by the Board in this behalf:</p>	Minutes of General Meeting
8		Minutes of Board or Committee Meetings
9		Debenture trust deed
10		Register of Renewed and Duplicate Share Certificates
11		all books and documents relating to the issue of share certificates, including the blank forms of share certificates