

# **NUKLEUS OFFICE SOLUTIONS LIMITED**

CIN NO – U70101DL2019PLC355618

(Website: [www.nukleus.work](http://www.nukleus.work))

## **PRESERVATION OF DOCUMENTS POLICY**



## PRESERVATION OF DOCUMENTS POLICY

### 1. Introduction

Pursuant to Regulation 9 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“**Listing Regulations**”) as amended from time to time, the Board of Directors of **Nukleus Office Solutions Limited** has adopted the following policy which applies to Preservation of Documents/Records maintained by the Company either in Physical Mode or Electronic Mode.

### 2. Scope

The following policy applies to all Documents/Records and their maintenance and preservation by the Company pursuant to all applicable laws, rules, regulations or guidelines.

### 3. Definitions

- a. “**Act**” shall mean the Companies Act, 2013 and the Rules framed thereunder, including any modifications, clarifications, circulars or re-enactment thereof;
- b. “**Board**” means the Board of Directors of the Company;
- c. “**Company**” means **Nukleus Office Solutions Limited**;
- d. “**Listing Regulations**” means the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended or replaced from time to time;
- e. “**Relevant Laws**” means applicable laws, rules, regulations and guidelines;

The terms that have not been defined in this policy shall have the same meaning assigned to them as in the Act, the Listing Regulation and the Relevant Laws.

### 4. Mode of Preservation of Documents

- a. Pursuant to Regulation 9 of the Listing Regulations, the company shall have a policy for preservation of documents, approved by its board of directors, classifying them in at least two categories as follows:
  - i. documents whose preservation shall be permanent in nature; and
  - ii. documents with preservation period of not less than eight years after completion of the relevant transactions.

Provided that the listed entity may keep documents specified in clauses (a) and (b) in electronic mode.

- b. The Company shall preserve the Documents either in physical mode or in electronic mode.
- c. The Company shall appoint and authorised the personnel who is responsible to observe the compliance of the statutory requirements as per the law.



- d. The Company shall ensure that the documents are preserved in such a manner that there is no tampering, alteration, destruction or anything that endangers the said documents and their content, authenticity, utility or accessibility.
- e. The preserved documents must be accessible at all reasonable hours. Access to these documents may be controlled by the personnel appointed by the Board prohibiting unauthorised access of such documents.
- f. Further, if the Company is required by any Relevant Laws other than Listing Regulations to preserve any Document(s) for a period longer than as prescribed in the Listing Regulations, the document shall be preserved for the said period of time.
- g. The Company has prescribed the classification of documents and the time period for their preservation in **Annexure A** of this Policy.

#### **5. Destruction of Documents**

Documents no longer required as per the Relevant Laws and as specified in Annexure A of this policy may be destroyed by the authorised personnel from time to time.

Further, the company shall maintain a record of the documents destroyed by the authorised personnel pursuant to the Relevant Laws and the specification of Annexure A in the Register for Disposal of Records either in physical mode or in electronic mode initialled by the authorised person. The Registrar should mention the particulars of the document, the provisions of the Relevant Laws, Date and mode of Destruction and initials of the authorised person.

#### **6. Limitation and Amendment**

In case of any conflict between this Policy and applicable law, the applicable law shall prevail. Any amendment to this policy shall be made pursuant to the approval of the Board of Directors of the Company.

#### **7. Disclosure of the Policy**

This Policy shall be uploaded on the website of the Company.



**Annexure A**  
**Classification of Documents and the period of preservation for the same**

S. No.	Type of Document	Classification of Document	Period of preservation
1.	Common Seal	i	Permanent
2.	Minutes Book of the Board of Directors, General Meetings and Committee Meetings	i	Permanent
3.	Statutory Registers	i	Permanent
4.	Licenses and Permissions	i	Permanent
5.	Statutory Forms and disclosures (Except for routine compliance)	i	Permanent
6.	Scrutinizers' Report	i	Permanent
7.	Register of Members	i	Permanent
8.	Index of Members	i	Permanent
9.	Annual Returns	ii	8 Years
10.	Board Agenda and supporting documents	ii	8 Years
11.	Attendance Register	ii	8 Years
12.	Office Copies of Notice of General Meetings/ Board Meetings/ Committee Meetings, Notes on Agenda and other related documents	ii	8 Years
13.	All notices pertaining to disclosure of interest of Directors	ii	8 Years
14.	Instrument creating a charge or modification	ii	8 Years
15.	Books of Accounts, Financial Statements, etc	ii	8 Years
16.	Others	As applicable per law	As applicable per law

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