

(Approved by Board on 01.10.2015)

**ASSAMBROOK LIMITED.**  
**(CIN: L70109AS1947PLC009386)**

**POLICY FOR PRESERVATION OF DOCUMENTS UNDER SEBI (LISTING OBLIGATIONS & DISCLOSURE REQUIREMENTS) REGULATION, 2015**

1. The following Statutory Registers/Records/Books of Accounts/Documents under the Companies Act, 2013 to be permanently preserved by the Company:

- i) Under Section 85 copy of every instrument creating charge / modification of charge / satisfaction of charge, requiring registration [Read with Rule 10 of Companies (Registration of Charges) Rules, 2014.]
- ii) Under Section 88 . Register of Members [Read with Rules 3,4,5,8 and 28 of Companies (Management & Administration) Rules, 2014]
- iii) Under Section 92. Copies of Annual Returns [Read with Rule 15 of the Companies (Management and Administration) Rules, 2014]
- iv) Under Section 118. Minute Books of Board of Directors/ Committee of the Board Proceedings of General Meetings etc [Read with Rule 25 of the Companies (Management and Administration) Rules, 2014].
- v) Under Section 184 – Register of Disclosure of Interest by Directors and under Section 189- Register of Contracts or Arrangements [Read with Rule 16 of the Companies (Meetings of Board and its Powers) Rules, 2014].
- vi) Under Section 190 the Contract of Service entered into by the Company with the Managing Director.
- vii) Under Section 170- Register of Directors & Key Managerial Personnel and their shareholdings [Read with Rule 17 of the Companies (Appointment and Qualification of Directors) Rules, 2014.]
- viii) Under Section 186 (9)- Register of Loan/Guarantee/Security/Acquisition [Read with Rule 12 of the Companies (Meetings of Board and its Powers) Rules, 2014].
- ix) Under Section 189(1)- Register of Contracts or Arrangements relating to Sections 184(2) or 188 read with Rules 9 or 15 of the Companies (Meetings of the Board and its Powers) Rules, 2014.

2. The following documents etc shall be preserved for a period of not less than eight years by the Company.

i) Under Section 128- Books of Accounts and other relevant Books and papers and financial statements for every financial year [Read with Rules 3 & 4 of the Companies (Accounts) Rules, 2014.]

ii) All other documents other than those listed above, to be preserved for such periods as required under the relevant Statutes as may be applicable to the Company.