

LUX INDUSTRIES LIMITED

POLICY ON PRESERVATION OF DOCUMENTS

Policy on Preservation of Documents

<u>Version</u>	<u>2.0</u>
<u>Date of Approval</u>	<u>12.02.2016</u>
<u>Effective Date</u>	<u>12.02.2016</u>
<u>Review Due on</u>	<u>2019.</u>
<u>Revised/Reviewed on</u>	<u>17.05.2018</u>



LUX INDUSTRIES LIMITED

POLICY ON PRESERVATION OF DOCUMENTS

pursuance of the Act or under any other law for the time being in force or otherwise, maintained on paper / print form or in electronic form and does not include multiple or identical copies.

4.8 "Electronic Record(s)" means the electronic record as defined under clause (t) of sub-section (1) of section 2 of the Information Technology Act, 2000.

4.9 "Electronic Form" means any contemporaneous electronic device such as computer, laptop, compact disc, floppy disc, space on electronic cloud, or any other form of storage and retrieval device, considered feasible, whether the same is in possession or control of the Company or otherwise the Company has control over access to it.

4.10 "Maintenance" means keeping Documents, either physically or in Electronic Form.

4.11 "Preservation" means to keep in good order and to prevent from being altered, damaged or destroyed.

4.12 "Regulations" means the Securities Exchange Board of India (Listing Obligation and Disclosure Requirements) Regulations, 2015

The words and phrases used in this Policy and not defined here shall derive their meaning from the Applicable Law.

Any word used in this policy but not defined herein shall have the same meaning prescribed in the act, Listing Regulations, or rules and regulations made there under. In case of any dispute or differences between this policy and provisions of the Act/ Listing Regulation, the latter shall reply.

5. Classification

The preservation of Documents shall be done in the following manner.

- a) Where there is a period for which a Document is required to be preserved as per Applicable Law, for the period required by Applicable Law.
- b) Where there is no such requirement as per Applicable Law, then for such period as the document pertains to a matter which is "Current".
- c) In case of any other Document, for such period, as a competent officer of the Company, required to handle or deal with the Document, takes a considered view about its relevance;

An indicative list of the Documents required to be preserved with number of years to be preserved is given in Annexure-I

6. Modes of preservation

6.1 The Documents may be preserved in

6.1.1 Physical form or

6.1.2 Electronic Form.

6.2 The officer of the Company required to preserve the Document shall be Authorised Person who is generally expected to observe the compliance of requirements of applicable Law

6.3 The preservation of Documents should be such as to ensure that there is no tampering, alteration, destruction or anything which endangers the content, authenticity, utility or accessibility of the Documents.



LUX INDUSTRIES LIMITED

POLICY ON PRESERVATION OF DOCUMENTS

Provided that nothing contained herein shall be deemed to lead to an exception in case of an accidental deletion, or deletion due to any system flaw, virus, or any other deletion, inaccessibility or loss due to any reason other than deliberate and determinate deletion.

11.3. Material so selected for preservation shall be sent to the Company archives in the category of [Libraries]1.

11.4. The Authorised Person, in consultation with the Board, will be responsible for deciding how long archival material is to be retained in and under the direct control of the officer concerned, if the law does not specify any time period. The period shall not be less than 3 years.

11.5. With reference to the pretext, Documents submitted to the stock exchange, to be hosted on the website for the purpose of compliance with disclosure norms shall also be archived.

a. Archiving of Documents to be submitted to the stock exchange, in terms of the Regulations, shall be done after the lapse of the preservation period of 5 years

[as specified in Regulation 30(8)], as per the archival policy.

b. For the Documents to be submitted to the stock exchange to comply with disclosure norms as required by any other Applicable Law, the Documents are to be archived after the lapse of the specified/required time period.

12. Conversion of the form in which the Documents are preserved

12.1 The physical Documents preserved may be converted, whenever required or felt necessary, into electronic form to ensure ease in maintenance of records and efficient utilization of space.

12.2 This will be done after obtaining prior approval of the Board.

13. Manner of Public Disclosure of Records Published on the Website of the Company

The documents required to be published on the website of the company shall be posted under "Investor" Section of Website till the stipulated period of time as provided under the applicable laws in force or for longer period as board may decide from time to time.

14. Authenticity

Where a Document is being maintained both in physical form and in Electronic form, the authenticity with reference to the physical form should be considered for every purpose.

15. Interpretation

In any circumstance where the terms of this policy differ from any existing or newly enacted law, rule, Regulation or standard governing the Company, the law, rule, Regulation or standard will take precedence over these policies and procedures until such time as this policy is changed to conform to the law, rule, regulation or standard.

