



QUEST SOFTECH (INDIA) LIMITED

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QUEST SOFTECH (INDIA) LIMITED

POLICY ON PRESERVATION OF DOCUMENTS

(ADOPTED BY THE BOARD OF DIRECTORS ON FEBRUARY 12, 2016 "THE EFFECTIVE DATE")

TITLE:

This Policy called "Policy on Preservation of Documents"

PREAMBLE:

This Policy is framed pursuant to the provision of Regulation 9 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015

DEFINITIONS:

- **"Documents"** means Document as defined in sub-section (36) of Section 2 of the Companies Act, 2013 Documents includes summons, notice, requisition, order, dedication, form and register, whether issued, sent or kept in pursuance of this Act or under any other law for the time being in force;
- **"Maintenance"** means keeping documents, either physically or in electronic form
- **"Preservation"** means to keep in good order, to prevent from being damaged or destroyed
- **"Register"** means a register maintain under the Companies Act, 2013 & Securities & Exchange Board of India Act.

The Board of Directors (Board) has adopted the following policy with regard to preservation of Documents:

OBJECTIVE:

The purpose of this policy is to have a binding framework for the preservation of documents of the company, as approved by the Board of Directors of the company, which shall classify them in at least two following categories as follows:

Documents whose preservation shall be permanent in nature (listed in Annexure 1) shall be maintained and Preserved permanently by the Company subject to the modifications, amendments, additions, deletions or any changes made therein from time to time

Documents with preservation period of not less than eight (8) years after completion of the relevant transactions (listed in Annexure-2)

Provided further that the Company may keep the documents as specified above in electronic mode.

MANNER OF PRESERVATION OF DOCUMENTS

The Company shall keep/preserve documents either in physical or electronic mode.

ROLES & RESPONSIBILITIES

The respective Departmental Heads of the Company shall be responsible for maintenance, Preservation and destroying of documents in respect of the areas of operations falling under the charge of each of them, in terms of this policy.

GENERAL

Notwithstanding anything contained in this policy, the Company shall ensure compliance with any additional requirements as may be prescribed under any laws/regulations either existing or arising out of any amendment to such laws/regulations or otherwise and applicable to the Company, from time to time.

DESTRUCTION OF DOCUMENTS

After the expiry of the statutory retention period, the preserved documents may be destroyed in such mode under any instructions approved by the department head(s). Destruction of documents as a normal administrative practice will also be followed for the records which are duplicate/unimportant/irrelevant. This applies to both Physical and Electronic Documents.

AMENDMENTS

The Board shall have the power to amend any of the provisions of this policy, Substitute any of the provisions with new provision or replace of this policy entirely with a new Policy according to subsequent modification(s) Amendment(s) to Regulations.

ANNEXURE 1

Documents whose preservation shall be permanent in nature

Sr. No	Nature of Document (s)
1	Registration Certificates
2	Licenses & Statutory Approvals
3	Statutory Registers required under applicable laws
4	Minutes of General Meeting
5	Minutes of Board Meeting
6	Minutes of various Committee Meetings
7	Material Agreements/Contracts
10	Orders issued by Courts/Statutory bodies
11	Investment Documents/proofs including certificates etc.
12	Any other document as may be required to maintain permanently in terms of applicable law(s), maintained and preserved from time to time.
13	Policies in Place.

ANNEXURE 2

Documents whose preservation period of not less than eight years after completion of the relevant transactions

Sr. No	Nature of Document (s)
1	Books of Accounts
2	Annual Return(s)
3	Personnel Documents
4	Audited Financial Statements
5	Correspondence with Departments/ Shareholders
6	Non Statutory Registers/ Documents
7	Videos , CD's , DVD's etc.
8	Any other document as may be required to maintain in terms of applicable Law maintained and preserved from time to time.

For Quest Softech (India) Limited


Dhiren Kothary
Executive Director
(DIN-0000997)