

HINDUSTAN FOODS LIMITED

CIN L15139GA1984PLC000601

PRESERVATION OF DOCUMENTS & ARCHIVAL POLICY

1. Introduction:

In terms of Regulation 9 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Listing Regulations), Hindustan Foods Limited (“the Company”) is required to formulate a policy for preservation of documents required to be statutorily maintained by the Company, classifying them in at least two categories as follows:

- a) documents whose preservation shall be permanent in nature;
- b) documents with preservation period of not less than eight years after completion of the relevant transactions.

Further, Regulation 30(8) of the Listing Regulations also refers to an archival policy as per which all events or information which has been disclosed to Stock Exchanges under Regulation 30 of the Listing Regulations shall be hosted on the website of the Company for a minimum period of five years and thereafter, as per the archival policy of the Company, as disclosed on its website.

2. Objective:

The purpose of this policy is to establish the framework needed for effective preservation of documents and records of the Company required to be statutorily maintained, in terms of Regulation 9 of the Listing Regulations and also to archive any of the material of events or information which are disclosed by the Company to the Stock Exchanges after the period of five years in terms of Regulation 30 of the Listing Regulations.

3. Policy for Preservation of Documents:

The Company has classified the preservation of documents to be done in the following manner:

- a) documents whose preservation shall be permanent in nature;
- b) documents with preservation period of not less than eight years after completion of the relevant transactions;
- c) documents with preservation period other than those mentioned in 3(b) above.

An indicative list of documents and the time-frame of their preservation is provided in Annexure – A

The documents may be preserved in physical form or electronic form.

4. Archival Policy:

Any disclosure of events or information which have been submitted by the Company to the Stock Exchanges under Regulation 30 of the Listing Regulations will be available on the website of the Company for a period of five years from the date of its disclosure and shall thereafter be archived from the website of the Company for a period of three years. Thereafter, upon expiry of the period of three years from the date of archival, the information/disclosures may be permanently removed from the website.

5. Disclosure/Amendment:

This policy as amended from time to time shall be made available at the website of the Company www.hfgoa.com.

The right to interpret/amend/modify this Policy vests in the Board of Directors of the Company.

ANNEXURE - A

Indicative list

A) Permanent Preservation

- a. Common Seal
- b. Minutes books of Board, General Meetings and Committee Meetings
- c. Statutory Registers
- d. License and Permissions
- e. Statutory Forms and disclosures except for routine compliance
- f. Scrutinizers' Reports
- g. Register of Members
- h. Index of Members

B) Temporary Preservation up to Eight Years

- a. Annual Returns
- b. Board Agenda and supporting documents
- c. Attendance Register
- d. Office copies of Notice of General Meetings and related papers
- e. Office copies of Notice of Board Meetings / Committee Meetings, Notes on Agenda and other related papers
- f. All notices pertaining to disclosure of interest of directors
- g. Instrument creating a charge or modification
- h. Books of accounts, financial statements etc.
- i. Register of debenture holders or any other security holders

C) Others

As per applicable laws.