

## STAR PAPER MILLS LIMITED

### POLICY FOR MAINTENANCE AND PRESERVATION OF DOCUMENTS

#### 1. Preface

This Policy is formulated in terms of Regulation 9 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015.

#### 2. Documents whose preservation shall be permanent:

The following documents shall be preserved on permanent basis:

S.No	Nature of Document(s)	Section of Companies Act , 2013
1	Register of members/shareholders	94
2	Minutes book of Board, Committee's and General Meeting	118
3	Any other documents, return, register required to be kept permanently under the Companies Act, 2013 and/or under any other law in force	-

#### 3. Preservation of Documents for a period of 8 years:

The following Documents shall be preserved for a period of 8 years:

S.No	Nature of Document(s)	Section of Companies Act 2013
1	Books of Accounts, Ledgers & Vouchers etc.	128
2	Copies of Annual Return from the date of filing with the Registrar of companies	94
3	Register of Debenture-holders/Securityholders along with index from the date of redemption of debentures or securities.	94
4	Any other document, return, register required to be kept for a period of eight years/any other period under the Companies Act, 2013 and/or under any other law in force	-

#### 4. Preservation of Documents:

The documents specified in Item Nos. 2 & 3 may be kept in physical or electronic mode.

