



## SANCO TRANS LIMITED

### PRESERVATION OF DOCUMENTS & ARCHIVAL POLICY

#### PREFACE

In terms of Regulation 9 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Listing Regulations), Sanco Trans Limited (the Company) is required to formulate a policy for preservation of documents.

In terms of Regulation 30(8) of the Listing Regulations, the Company is required to formulate an archival policy for all disclosures of material events or information to the Stock Exchange in terms of the Company's Policy on Disclosure of Material Events or Information.

#### OBJECTIVE

The purpose of this policy is to establish a systematic basis for preservation of documents and records of the Company required to be maintained under the Listing Regulations and also to archive the material events or information disclosed by the Company to the Stock Exchange.

#### POLICY FOR PRESERVATION OF DOCUMENTS

1. Documents and Records of the Company required to be maintained under the Listing Regulations shall be classified in two categories as below:
  - a. Documents whose preservation shall be permanent in nature shall be preserved permanently by the Company;
  - b. Other Documents shall be preserved for a period of not less than eight (8) years after completion of the relevant transactions.
2. The listing documents and records in physical form shall be in the custody of the Company Secretary.
3. The Company may keep the listing documents and records as specified above in electronic mode.
4. The Registrar and Share Transfer Agent shall maintain the listing documents and records required to be maintained by them.

#### ARCHIVAL POLICY

Any disclosure of material events or information which have been submitted by the Company to the Stock Exchange under Regulation 30 of the Listing Regulations will be available on the website of the Company for a period of 5 years from the date of its disclosure and shall thereafter be archived from the website of the Company for a period of 3 years.

#### DISCLOSURE/AMENDMENT

This policy as amended from time to time shall be made available at the website of the Company. The right to interpret/amend/modify this Policy vests in the Board of Directors of the Company.