



ANUH PHARMA LTD.

3-A, Shivsagar Estate, North Wing,
Dr. Annie Besant Road, Worli, MUMBAI - 400 018. INDIA
Tel. : 91-22-6622 7575 • Fax : 91-22-6622 7600 / 7500
E-Mail : anuh@sk1932.com • CIN: L24230MH1960PLC011586

POLICY FOR PRESERVATION OF DOCUMENTS

1. Preamble

Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations") imposed certain obligations and disclosure requirements on all the listed entities, one of the common obligation for all the listed entities pursuant to Regulation 9 of the Listing Regulations is to formulate and put in place a policy for preservation of documents.

2. Purpose

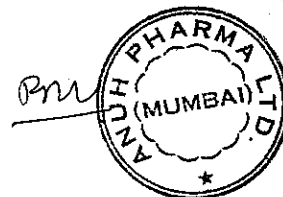
The purpose of this Policy is to ensure that all the necessary documents and records of the Company are adequately protected and preserved as per the statutory requirements and to ensure that the records of the Company which are no longer needed are discarded after following the due process for discarding the same.

3. Definitions:

- i) **"Company"** means Anuh Pharma Limited.
- ii) **"Board of Directors"** or **"Board"** means the Board of Directors of the Company, as constituted from time to time.
- iii) **"Policy"** means policy on Preservation of documents.
- iv) **"Preservation"** is maintenance of documents, files and documents in usable form.
- v) **"Documents"** means recording of information in any form including data in computer systems, created or retrieved and maintained by an organisation or person in the transaction of business or the conduct of affairs and kept as evidence of such activity.

4. Roles & Responsibilities

Annexure A to this policy is a Preservation Schedule that is approved as the Initial Schedule for maintenance, preservation and disposal of the Documents. The respective Departmental Heads of the Company shall be responsible for maintenance and preservation of documents in terms of this policy. The Company may preserve the documents in electronic mode.





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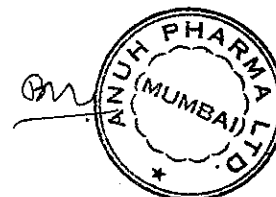
5. Communication of this Policy

This Policy shall also be posted on the website of the Company i.e. www.anuhpharma.com

6. Amendment

Any change in the Policy shall be approved by the Board of Directors of the Company. The Board of Directors shall have the right to withdraw and / or amend any part of this Policy or the entire Policy, at any time, as it deems fit, or from time to time, and the decision of the Board in this respect shall be final and binding.

This Policy shall come into force from 1st December, 2015.





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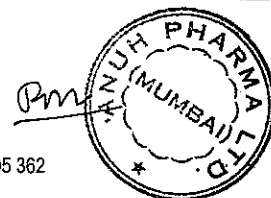
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ANNEXURE A - PRESERVATION SCHEDULE

The Preservation Schedule is as follows:

> Corporate Records

Sr. No.	Record Type	Preservation period
1.	Certificate of Incorporation	Permanent
2.	Certificate of Commencement of Business	Permanent
3.	The Memorandum and Articles of the Company	Permanent
4.	Agreements made by the Companies with the Stock Exchange, Depositories	Permanent
5.	Common Seal	Permanent
6.	Minutes Books of Board, General Meetings and Committees Meetings	Permanent
7.	Statutory Registers	Permanent
8.	ROC Forms	Permanent
9.	Scrutinizers Reports	Permanent
10.	Register of Members	Permanent
11.	Index of Members	Permanent
12.	Fixed Asset Records and Registers	Permanent
13.	Annual Reports	8 Years
14.	Annual Returns	8 Years
15.	Board or Committee Meeting's Agenda, Notices Notes on Agenda and other related papers	8 Years
16.	Attendance Registers	8 Years
17.	Office copies of Notice of General Meeting and related papers	8 Years
18.	All notices pertaining to disclosure of interest of Directors	8 Years
19.	Instrument creating a charge or modification of charge	8 Years or charge period whichever is longer





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> Accounts and Finance

Sr. No.	Record Type	Preservation period
1.	Annual Audit Reports and Financial Statements	8 Years
2.	Annual Plans and Budgets	8 Years
3.	Books of Accounts, Ledgers and Vouchers	8 Years
4.	Bank Statements	8 Years
5.	Investment Records	8 Years
6.	Credit Facility Sanction Letters	8 Years

> Tax Records

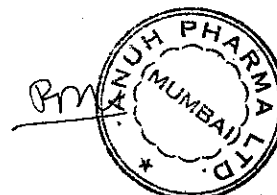
Sr. No.	Record Type	Preservation period
1.	Tax Bills, Receipts and Payments	8 Years
2.	Excise Records	8 Years
3.	Tax Deducted at Source Records (Assets)	8 Years after the end of Financial Year
4.	Income Tax papers	8 Years
5.	Service Tax papers	8 Years
6.	Sales Tax Records	8 Years
7.	Value Added Tax (VAT) Records	8 Years
8.	All types of Tax Challans applicable to the Company	8 Years after the end of F.Y.

> Import/Export Documents

Sr. No.	Record Type	Preservation period
1.	Import/Export Licenses - Related Undertakings, Bonds and Redemption Letters	8 Years

> Legal Case Files, Contracts, Agreements and Papers

Sr. No.	Record Type	Preservation period
1.	Court Orders	Permanent





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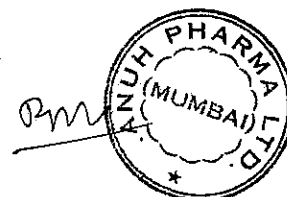
Sr. No.	Record Type	Preservation period
2.	Contracts, Agreements and Related correspondence (including any proposal that resulted in the contract and other supportive documentation)	8 years after termination or expiration of contracts
3.	Customer Protection Agreements	8 Years
4.	Quality Agreement	8 Years
5.	Confidentiality Agreement or any other agreement relating to the products of the Company	5 Years after termination or expiration of Agreement
Miscellaneous		
1.	Legal Memorandum and Opinions including subject matter files	8 years after the close of matter
2.	Litigation files	3 years after close of the Litigations

> Property Records

Sr. No.	Record Type	Preservation period
1.	Original Purchase and Sale Agreement	Permanent
2.	Property Insurance	8 Years

> Insurance Records

Sr. No	Record Type	Preservation period
1.	Insurance Policies, Claim Documents	8 Years
Miscellaneous		
2.	Other Insurance Policies with yearly validity like motor car policies, personal accident policies, medical benefit policies, etc.	5 Years
3.	Claims records	Till settlement is over and claim money is received
4.	Group Insurance Plans	Until plan is amended or terminated





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➤ Personnel and Payroll Records

Sr. No.	Record Type	Preservation period
1.	Payroll Registers	8 Years
2.	Bonus, Gratuity and other Statutory Records	8 Years
3.	Time office Records and Leave Cards	8 years
4.	Unclaimed Wages Records	8 years
5.	Ex-employees Information Records	3 years
6.	Employees Medical Record	1 year

➤ Electronic Records

- All e-mails received from Internal and External Sources may be deleted after 1 year.
- Employees will strive to keep their e-mails related to business issues.
- All e-mails related to business issues should be downloaded to a server.
- Employees are requested to take care not to send proprietary or confidential internal e-mails to outside sources.

ANNEXURE - B

Sr. No.	Particulars of documents destroyed	Date and mode of destruction with the initials

For Anuh Pharma Ltd.

Bipin Shah

Bipin Shah
Managing Director
(DIN: 00083244)



Date : 5th January, 2016
Place : Mumbai



We Serve Since 1932