

## **DIAMINES AND CHEMICALS LIMITED**

**POLICY REFERENCE** Policy for preservation of documents under Securities and Exchange Board of India (Listing Obligations and Disclosures Requirements) Regulations, 2015 (SEBI Listing Regulations)

**POLICY OWNER SECRETARIAL & LEGAL DEPARTMENT**

<b>VERSION</b>	<b>DATE OF INTRODUCTION</b>	<b>APPROVED BY</b>	<b>DESCRIPTION</b>
1	01.12.2015	Board of Directors	Policy for preservation of documents under SEBI Listing Regulations

## **DIAMINES AND CHEMICALS LIMITED**

### **Policy on Preservation of Documents and archival of documents in its website under SEBI Listing Regulations (Effective from December 1, 2015)**

#### **1. Purpose and Scope**

The purpose of this document is to present a policy statement for DIAMINES AND CHEMICALS LTD. (DACL) regarding preservation of its documents in accordance with the provisions of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“SEBI Listing Regulations”).

This policy has been adopted and approved by the Board of Directors.

#### **2. Statutory Mandate**

The policy on preservation of documents and archival is mandated by the provisions of regulation 9 of Chapter III of the Regulations. Under this regulation, the Company has a strategic objective of ensuring that important documents are safeguarded and preserved to ensure their longevity including their electronic resources.

#### **3. Classification of Documents to be preserved / retained**

Based on the recommendation of the management of the Company, the Board of Directors have classified the following documents to be retained and preserved for posterity:

##### **A. Documents whose preservation shall be permanent:**

The following documents shall be preserved on permanent basis:

<b>Sl. No.</b>	<b>Name of the Document</b>	<b>Regulation Reference</b>
a)	Shareholding Pattern	31(1)(b)
b)	Quarterly Financial Results	33(3)(a)
c)	Annual Financial Results	33(3)(d)
d)	Annual Report	34(1)
e)	Shareholding Pattern in case of Capital	31(1)(c)

	Restructuring	
f)	Voting Results by Shareholders	44(3)
g)	Draft Scheme of Arrangement	37(2)
h)	Yearly Disclosure of shareholding of Promoters	30 (2) of Securities and Exchange Board of India (Substantial Acquisition of Shares and Takeovers) Regulation, 2011

**B. Preservation of Documents for 8 years:**

The following Documents shall be preserved for 8 years:

<b>Sl. No.</b>	<b>Name of the Document</b>	<b>Regulation Reference</b>
a	Statement under Grievance Redressal Mechanism	13(3)
b	Corporate Governance Report	27(2)(a)
c	Statement of deviation or variation in use of issue proceeds	32(1)
d	Compliance Certificate to the exchange about the share related activities maintained by RTA registered with SEBI	7(3)
e	Compliance Certificate with respect to Transfer or transmission or transposition of securities within 30 days	40(10)
f	Intimation of appointment of Share Transfer Agent	7(5)
g	In-principle approval prior to issue of securities	28(1)
h	Prior Intimations of Board Meeting for financial Result	29(1)(a)
i	Prior Intimations of Board Meeting for Buyback, voluntary delisting etc.	29(1)(b), 29(1)(c), 29(1)(d), 29(1)(e) and 29(1)(f)
j	Prior Intimations of Board Meeting for	29(3)

	alteration in nature of securities	
k	Disclosure of Price Sensitive Information	30(6)
l	Shareholding Pattern prior to listing of securities	31(1)(a)
m	Communication regarding Record date	42
n	Reconciliation of Share Capital Audit Report	55A of SEBI (Depositories and Participants) Regulations, 1996
o	Disclosures under Code of Internal Procedures And Conduct For Regulating, Monitoring And Reporting Of Trading By Insiders	10(1)

#### **4. Preservation of Documents:**

The documents specified in Item No. 3 shall be kept in electronic mode.