

**PRESERVATION OF DOCUMENTS AND ARCHIVAL POLICY**  
**[REGULATIONS 9 AND 30(8) OF THE SEBI(LISTING OBLIGATIONS AND DISCLOSURE**  
**REQUIREMENTS) REGULATIONS, 2015]**

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**1. Title**

This Policy shall be called “**Preservation of Documents and Archival Policy**”. In short it can also be called “PDAP”.

**2. Objective**

This policy is formulated in line with the requirement of Regulation 9 and Regulation 30(8) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (known as listing regulations) to preserve statutory records and documents as mentioned in various provisions of the Companies Act, SEBI (Prohibition of Insider Trading) Regulations, SEBI (Substantial Acquisition of Shares and Takeover) Regulations and such other acts, rules and regulations specially applicable to the company.

“Preservation” is the means by which documents/records are protected for the present or future use. The objective of preservation is to minimize the risk of loss of records and slowing down, as much as possible, the process of physical deterioration which affect most archive material.

The documents specified in ‘**Annexure – 1**’ shall be preserved for the minimum period as mentioned in annexure. However, company may keep those records for longer period in case there is a dispute pending before any court, department, judicial or quasi-judicial body etc.

**3. Applicability**

This policy shall be applicable effective from December 1<sup>st</sup>, 2015 or any other date as may be specified by the SEBI.

**4. Common Standards for the Preservation of Records/Documents**

In order to preserve relevant documents effectively the documents/records shall be

- i. Placed, handled, consulted and / or displayed in a way which minimize the risk of damage and takes due account of their size, shape and physical conditions;

- ii. Placed, handled, consulted and / or displayed in a safe and secure location;
- iii. Moved with due care between locations;
- iv. Placed, handled, consulted and / or displayed under appropriate preservation conditions such as avoid area of unsuitable temperature and humidity or area directly affected by ultra violet light.
- v. Proper account must be kept of the location of all the record.
- vi. Adequate infrastructure must be in place to preserve the records / documents and to avoid any serious damage or loss including the misuse, maltreatment or theft of records.
- vii. All departments, divisions, all units involved and responsible for maintaining their records shall take appropriate measures for preventing records in their areas and ensure that the adequate care be taken while taking charge from the person leaving the services of the company due to any reason.

**5. Record Storage:**

- i. Sufficient space must be available for the storage of records;
- ii. All permanent and temporary storage area must be safe and secure to minimize the risk of theft or malicious damage;
- iii. Storage area must be structurally sound and sufficiently strong to withstand adverse weather conditions;
- iv. Storage area should be fire proof and moisture proof;
- v. Storage area should be insect and rodent free;
- vi. Environmental conditions in permanent storage areas must be carefully controlled and regulated to reduce the theft of atmospheric contamination.

**6. Mechanism to take care of records / documents:**

- i. A full and accurate account of the precise location of all records should be maintained;
- ii. Check and balances on the location of all records issued from or returned to storage should be made;
- iii. Loss or theft of records should be noted / reported / investigated / as deem necessary;
- iv. The physical conditions of records issued from or returned to the stores should be assessed and any physical change / damage should be noted / reported / investigated / treated as necessary.

**7. Maintaining of records / documents in electronic forms:**

In order to keep records / documents easily assessable at all the time at different locations, adequate steps to be taken to maintain the records or documents in electronic form / scan form and shall be kept with adequate indexation.

**8. Conservation and repair of records / documents :**

The conservation treatments of records / documents should be done in such a manner so that life span of the documents / records shall be improved.

**9. Coping or reformatting of records :**

In order to preserve original documents for longer period, exposure to the physical dangers of actual loss or damage through excessive handling need to be minimized. Hence, it is necessary that critical documents should be kept in scanned form duly authenticated by the members of the Board or company secretary / compliance officer and the same to be referred or provided whenever necessary. It is also to be ensured that copies should not be confused with the originals hence, every copied or reformatted documents must contain the seal of the company stating that this is not an original document.

**10. Amendments :**

Any subsequent amendment / modification in the listing regulations and / or other applicable laws in this regard shall automatically apply to this policy.

The Board of directors shall periodically review the policy keeping in view the amendment taken place in various laws applicable to the company and accordingly update this policy.

## ANNEXURE 1

### LIST OF REGISTERS / DOCUMENTS AND THEIR MENDATORY PRESERVATION PERIOD UNDER COMPANIES ACT, 2013 (“the Act”)

Sl. No.	Particulars of documents / register / records	Preservation period of documents	Reference of sections and rules	Remarks
1.	Register of member along with the index	<b>Permanently</b>	Section 94 read with Rule 15(1) of the Companies (Management and Administration) Rules, 2014.	Shall be kept in the custody of the CS / Compliance Officer / RTA or any other person authorized by the Board for such purpose.
2.	Register of debenture holders and other security holders along with their index	<b>Eight years</b> from the date of redemption of such debentures or securities	Section 94 read with Rule 15(2) of the Companies (Management and Administration) Rules, 2014.	Shall be kept in the custody of the CS / Compliance Officer / RTA or any other person authorized by the Board for such purpose.
3.	Copies of all annual returns and copies of all certificates and documents required to be annexed with the annual return	<b>Eight years</b> from the date of filing with the ROC	Section 94 read with Rule 15(3) of the Companies (Management and Administration) Rules, 2014.	Shall be kept in the custody of the CS / Compliance Officer or any other person authorized by the Board for such purpose.
4.	The foreign register of members	<b>Permanently</b> , unless it is discontinued and all the entries are transferred to any other foreign register or to the principal register.	Section 94 read with Rule 15(4) of the Companies (Management and Administration) Rules, 2014.	Shall be kept in the custody of the CS / Compliance Officer or any other person authorized by the Board for such purpose.
5.	The foreign register of debenture holders or other security holders	<b>Eight years</b> from the date of redemption of such debentures or securities	Section 94 read with Rule 15(4) of the Companies (Management and Administration) Rules, 2014.	Shall be kept in the custody of the CS/ Compliance Officer or any other person authorized by the Board for such purpose.

6.	Preservation of books and papers of amalgamated companies	Shall not be disposed of without the prior permission of the central government.	Section 239 of the Act	-
7.	Maintenance, preservation and safe custody of share certificate forms and related books and documents including with blank forms of share certificates.	<ul style="list-style-type: none"> <li>• <b>At least 30 years.</b> However, in case of dispute cases shall be preserved permanently.</li> <li>• Certificates surrendered to the company shall be defaced by stamping or printing the word “cancelled” and may be destroyed after expiry of three years from the date of surrender, under the authority of Board of Directors and in presence of duly board appointed person.</li> </ul>	Section 46 read with Rule 7 of the Companies (Share Capital and Debentures) Rules, 2014.	<ul style="list-style-type: none"> <li>• <b>In case company has a company secretary / compliance officer :</b> CS / Compliance Officer shall be responsible or</li> <li>• <b>In case company do not have CS / compliance officer :</b> A director specially authorized by the Board of Directors for such purpose, or</li> <li>• The committee of the Board if so authorized by the Board, in case company does not have company secretary.</li> </ul>

8.	<p>Minutes of proceedings of</p> <ul style="list-style-type: none"> <li>i. General meetings</li> <li>ii. Creditors meetings</li> <li>iii. Board meetings</li> <li>iv. Committee meetings of the Board</li> <li>v. Resolution passed by postal ballot</li> </ul>	<p>The minutes books of</p> <ul style="list-style-type: none"> <li>i. General meetings</li> <li>ii. Board and Committee Meetings</li> </ul> <p>Shall be preserved <b>permanently</b>. This includes minutes of resolution passed by postal ballot. minutes of creditors meetings shall be preserved <b>permanently</b>.</p>	<p>Section 118 read with Rule 25 of the Companies (Management and Administration) Rules, 2014.</p>	<p>Minutes shall be kept at the registered office of the company and shall be in custody of the company secretary/ compliance officer or any director duly authorized by the Board or at such other place as may be approved by the Board.</p>
9.	<p>Register of</p> <ul style="list-style-type: none"> <li>i. Loan,</li> <li>ii. Investment,</li> <li>iii. Guarantee or</li> <li>iv. Security given under section 186 shall be maintained in form MBP-2.</li> </ul> <p>The register can be maintained either manually or in electronic mode.</p>	<p>The register shall be preserved <b>permanently</b>.</p>	<p>Section 186(9) read with Rule 12 of the Companies (Meeting of the Board and its powers) Rules, 2014.</p>	<p>The Register shall be kept at the registered office of the company and shall be kept in the custody of the company secretary / compliance officer or any director duly authorized by the Board or at such other place as may be approved by the Board.</p>
10.	<p>Register of investment made by the company but not in its own name under section 187 shall be maintained in form MBP-3.</p>	<p>The register shall be preserved <b>permanently</b>.</p>	<p>Section 187(3) read with Rule 14 of the Companies (Meeting of the Board and its powers) Rules, 2014.</p>	<p>The Register shall be kept at the registered office of the company and shall be kept in the custody of the company secretary/ compliance officer or any director duly authorized by the Board or at such other place as may be approved by the Board.</p>

11.	<p>Notice of disclosure of interest by directors</p> <p>i. At the first meeting of the Board in which he participates as a director and thereafter</p> <p>ii. At the first meeting of the Board in every financial year or</p> <p>iii. Whenever there is any change in the disclosure already made, then at the first board meeting held after such change.</p> <p>The disclosure shall be in Form MBP-1.</p>	<p>The Notices shall be preserved for a period of <b>Eight years</b> from the end of financial year.</p>	<p>Section 184 read with Rule 9 of the Companies (Meeting of Board and its powers) Rules, 2014.</p>	<p>The notice shall be kept in the custody of the Company Secretary / compliance officer or in the custody of any other person authorized by the Board for this purpose.</p>
12.	<p>Register of contract or arrangement in which directors are interested shall be maintained in form MBP-4</p>	<p>The register shall be preserved <b>permanently</b>.</p>	<p>Section 189 read with Rule 16 of the Companies (Meeting of Board and its powers) Rules, 2014.</p>	<p>The register shall be kept in the custody of the Company Secretary / compliance officer or in the custody of any other person authorized by the Board for this purpose.</p>

13.	Maintenance of documents filed in electronic form relating to incorporation, and matters incidental thereto	<p>The company shall retain such documents duly stamped in original <b>permanently</b> for the documents relating to incorporation and matters incidental thereto, change in any of the clauses of the MOA and AOA.</p> <p>However, in any other cases, the documents shall be maintained for a period of <b>Eight years</b> from the date of filing of the documents and the same is required to produce the same as and when the same is required by competent authority.</p>	Section 398 read with Rule 7 of the Companies (Registration offices and fees) Rules, 2014.	Specific authorization is not provided in the Act for keeping of records in the custody of the CS or any other person authorized by the Board. These documents may be kept in the custody of CS / compliance officer or authorized person by the Board.
14.	Maintenance of register of charges and instruments creating charges under section 85 of the Act.	The register of the Charges shall be preserved <b>permanently</b> and instruments creating and modification of the charges shall be kept for the period of <b>Eight years</b> from the date of satisfaction of the charges.	Section 85 read with Rule 10 of Companies (Registration of charge) Rules, 2014.	No specific provisions authorizing CS to keep the records in his custody. These documents may be kept in the custody of CS/ compliance officer or authorized person by the Board.
15.	Maintenance of register of renewed and duplicate share certificate in form SH-2	The register shall be preserved <b>permanently</b>	Section 46(2) read with Rule 6 of Companies (Share capital and debentures) Rules, 2014.	The register shall be in the custody of CS/ compliance officer or any other person authorized by the Board for the purpose.
16.	Maintenance of register of deposits	The register of deposit shall be for a period of <b>Eight years</b> from the date of financial year in which the latest entry is made.	Section 73 read with Rule 14 of Companies (Acceptance of deposits) Rules, 2014.	The register shall be in the custody of CS/ compliance officer or any other person authorized by the Board for the purpose.



17.	Maintenance of books of accounts etc.	The books of Accounts of every company relating to a period of not less than <b>Eight Financial Years</b> , immediately preceding the financial year together with the vouchers relevant to any entry in such books of account shall be kept in good order. In case of investigation is ordered under Chapter XIV by the Central Govt. the books of account may be maintained for longer period.	Section 128 read with Rule 3 & 4 of Companies (Accounts) Rules, 2014.	The managing director, the WTD in charges of finance, CFO or any other person of a company charged by the Board with the duty of complying the provision of the section.
18.	Register of Director and Key Managerial Personnel and their shareholding	Shall be maintained and updated on continuous basis. No specific time period is prescribed.	Section 170 read with Rule 17 & 18 of Companies (Appointment and Qualifications) Rules, 2014.	The register of Directors and KMP shall be kept at registered office and any changed therein shall be reported to ROC within 30 days of such changes.

**LIST OF DOCUMENTS AND THEIR MANDATORY PRESERVATION PERIOD AS  
PER SEBI (PROHIBITION OF INSIDER TRADING) REGULATIONS, 2015**

Sl. No.	Particulars of documents / register / records	Preservation period of documents	Reference of Regulations	Remarks
1.	Disclosure of Trading by insiders in prescribed form.	The documents shall be maintained for a minimum <b>Five years</b> in prescribed form.	Regulation 6(4)	Shall be maintained by the compliance officer.
2.	Initial disclosure given by the promoters, Key managerial personnel and directors within 30 days of these regulations taking effect	The documents shall be maintained for a minimum <b>Five years</b> in prescribed form.	Regulation 7(1)(a) read with Regulation 6(4)	Shall be maintained by the compliance officer.
3.	Initial disclosure given by the persons on his appointment as a director or KMP regarding his holding of securities in the company within 7 days of his appointment	The documents shall be maintained for a minimum <b>Five years</b> in prescribed form.	Regulation 7(1)(b) read with Regulation 6(4)	Shall be maintained by the compliance officer.
4.	Continual disclosures given by every promoter, employee and director of the company within 2 trading days of their acquisition of shares or disposal of shares, as the case may be crossing the threshold limit of Rs. 10 lacs per quarter or any other value as may be specified.	The documents shall be maintained for a minimum <b>Five years</b> in prescribed form.	Regulation 7(2)(a) read with Regulation 6(4)	Shall be maintained by the compliance officer.

5.	Disclosure shall be made by the company to the stock exchange within two trading days of receipt of information under point No. 4 mentioned above.	The documents shall be maintained for a minimum <b>Five years</b> in prescribed form.	Regulation 7(2)(b) read with Regulation 6(4)	Shall be maintained by the compliance officer.
6.	Code of practice and procedures for fair disclosure of UPSI as per Schedule A	Shall be disclosed on website and will continue to be disclosed at every updates	Regulation 8 of SEBI (PIT) Regulations, 2015 read with Regulation 30(8) of listing Regulation, 2015.	Shall be maintained by the compliance officer.
7.	Code of Conduct to regulate, monitor and report trading by its employees and other connected persons towards achieving compliance with these regulations as per Schedule B	Shall be disclosed on website and will continue to be disclose at every updates	Regulation 9 of SEBI (PIT) Regulations, 2015 read with Regulation 30(8) of listing Regulation, 2015.	Shall be maintained by the compliance officer.

**DISCLOSURE MADE BY THE COMPANY AS PER SEBI (SUBSTANTIAL ACQUISITION OF SHARE AND TAKEOVER) REGULATIONS, 2011**

<p><b>1.</b></p>	<p><b>1. Regulation 30(1) :</b> Every Person, who together with persons acting in concert with him, holds shares or voting rights entitling him <b>to exercise twenty-five percent or more</b> of the voting rights in a target company,</p> <ul style="list-style-type: none"> <li>• Shall disclose their aggregate shareholding and voting rights as of the <b>thirty-first days of the March</b>, in such target company in such form as may be specified.</li> </ul> <p><b>2. Regulation 30(2) :</b> The promoter of every target company shall together with person acting in concert with him, disclose their aggregate shareholding and voting rights as of the <b>thirty-first days of the March</b>, in such target company in such form as may be specified.</p> <p><b>3.</b> The disclosure required under sub-regulation (1) and sub-regulation (2) shall be made <b>within seven working days</b> from the end of each financial year to;</p> <ul style="list-style-type: none"> <li>i. every stock exchange where the share of the target company are listed; and</li> <li>ii. the target company at its registered office.</li> </ul>
<p><b>2.</b></p>	<p><b>Disclosure of acquisition and disposal.</b></p> <p><b>1. Regulation 29(1) :</b> Any acquirer who acquires shares or voting rights in a target company which taken together with shares or voting rights, if any, held by him and by persons acting in concert with him in such target company, <b>aggregating to five per cent or more</b> of the shares of such target company, shall disclose their aggregate shareholding and voting rights in such target company in such form as may be specified.</p> <p><b>2. Regulation 29(2) :</b> Any acquirer, who together with persons acting in concert with him, holds shares or voting rights in a target company, shall disclose every acquisition or disposal of shares of such target company <b>representing two percent or more of the shares</b> or voting rights in such target company in such form as may be specified.</p> <p><b>3. Regulation 29(3) :</b> The disclosures required under sub regulation (1) and sub regulation (2) shall be made <b>within two working days</b> of the receipt off the intimation of allotment of shares, or the acquisition of shares or voting rights in the target company to, -</p> <ul style="list-style-type: none"> <li>i. every stock exchange where the share of the target company are listed; and</li> <li>ii. the target company at its registered office</li> </ul> <p><b>Disclosure of encumbered shares.</b></p> <p><b>a. Regulation 31(1) :</b> The promoter of every target company shall disclose details of shares in such target company encumbered by him or by persons acting in concert with him in such form as may be prescribed.</p> <p><b>b. Regulation 31(2) :</b> The promoter of every target company shall disclose details of any invocation of such encumbrance or release of such shares in such form as may be prescribed.</p>

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|  | <p><b>c. Regulation 31(2) :</b> The disclosures required under sub regulation (1) and sub regulation (2) shall be made <b>within seven working days</b> from the creation or invocation or release of encumbrance, as the case may be to, –</p> <ul style="list-style-type: none"><li>i. every stock exchange where the share of the target company are listed;<br/>and</li><li>ii. the target company at its registered office</li></ul> |
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**MAINTENANCE OF RECORDS OF DISCLOSURE MADE OF VARIOUS EVENTS / INFORMATION UNDER LISTING REGULATIONS, 2015 FOR A PERIOD OF FIVE YEARS AND THEREAFTER AS PER ARCHIVAL POLICY OF THE COMPANY**

<b>Sl. No.</b>	<b>List of Documents / Return required to be filled / reported to Stock Exchanges under Listing Regulation is given below :</b>
1.	<p><b>Statement Grievance Redressal Mechanism [Reg. 13(3)] :</b> Listed entity shall file on a quarterly basis, within 21 days from the end of each quarter, a statement given number of investor complaints pending at the beginning of the quarter, those received during the quarter, disposed of during the quarter and those remaining unsolved at the end of the quarter.</p>
2.	<p><b>Corporate Governance Report [Reg. 27(2)(a)] :</b> Listed entity shall submit a quarterly compliance report on corporate governance in the prescribed format as per circular dated September 24, 2015 to the stock exchanges within 15 days of close of the quarter.</p>
3.	<p><b>Shareholding Pattern [Reg. 31(1)(b)] :</b> Shareholding Pattern shall be filed on quarterly basis within 21 days of close of the quarter.</p>
4.	<p><b>Statement of deviation and Variation [Reg. 32(1)] :</b> The deviation or variation report shall be submitted to the stock exchange on quarterly basis for public issue, right issue, preferential issue indicating deviation as per regulation 32(1).</p>
5.	<p><b>Submission of quarterly and year to date stand alone Financial results [Reg. 33(3)(a)] :</b> Shall be submitted to the stock exchange within 45 days of the end of each quarter, other than the last quarter.</p>
6.	<p><b>Submission of compliance certificate related to share transfer to the stock exchange [Reg. 7(3)] :</b> The listed entity shall submit a compliance certificate to the stock exchange duly signed by <b>both</b> the compliance officer of the listed entity <b>and</b> the authorized representative of the share transfer agent, whenever applicable, <b>within one month of end of each half of the financial year</b>, certifying compliance with the requirements of sub regulation 2.</p>
7.	<p><b>Compliance certificate w.r.t. transfer or transmission or transposition of securities within 30 days [Reg.40(9)] :</b> The listed entity shall ensure that the share transfer agent and / or the in-house transfer facility, as the case may be, produces a certificate from a practicing company secretary <b>within one month of end of each half of the financial year</b>, certifying that all certificate have been issued <b>within 30 days of</b> the date of lodgment for transfer, sub-division, consolidation, renewal, exchange or endorsement of calls / allotment ,monies. The listed entity shall ensure that certificate mentioned in the sub regulation (9) shall be filed with the stock exchange simultaneously <b>[Reg. 40(10)]</b></p>

8.	<b>Payment of Listing Fees and other charge [Reg. 14] :</b> The listed entity shall pay all such fee or charges, as applicable, to the recognized stock exchanges, in the manner specified by the SEBI or the recognized stock exchange.
9.	<b>Submission of audited annual financial results [Reg.33(3)(d)] :</b> The listed entity shall audited standalone financial results for the financial year, <b>within 60 days</b> from the end of financial year along with the audit report and either Form A (unmodified report) or Form B (modified report) : Provided that if the listed entity has subsidiaries, it shall while submitting annual audited standalone financial results also submit annual audited consolidated financial results along with the audit report and either Form A or Form B.
10.	<b>Annual report [Reg.34(1)] :</b> The listed entity shall submit the annual report to the stock exchange <b>within 21 working days</b> of its being approved and adopted in the annual general meeting held as per the provision of the Companies Act, 2013.
11.	<b>Intimation of appointment of share transfer agent [Reg.7(5)] :</b> The listed entity shall intimate such appointment referred to in sub regulation (4) to the stock exchange within 7 days of entering into agreement.
12.	<b>In-principle approval of stock exchange [Reg. 28(1)] :</b> The listed entity shall obtain an "in-principle" approval from recognized stock exchange before issue of security.
13.	<b>Prior intimations of Board meeting for financial results to the Stock Exchange [Reg. 29(1)(a) &amp; Proviso of sub reg. (2)] :</b> The listed entity shall give prior intimation to stock exchange about the meeting of Board of Directors in which financial results viz. quarterly, half yearly or annual is proposed to be considered. The intimation shall be given at least five days in advance (excluding the date of the intimation and date of the meeting and such intimation shall include the date of such meeting of the Board of Directors.
14.	<b>Prior intimation of Board meeting</b> for proposal to buy-back of securities, voluntarily delisting, fund raising by way of further public offer, right issue, ARD, GDR, FCCB QIP, DEPT ISSUE, Preferential Issue, declaration of dividend, bonus issue : [Reg. 29(1)(b), Reg. 29(1)(c), Reg. 29(1)(d), Reg. 29(1)(e), Reg. 29(1)(f)].
15.	<b>Intimation of Board meeting for alteration in nature of securities [Reg.29(3)] :</b> The listed entity shall give intimation to stock exchange at least 11 working days before any of the following proposal is placed before the Board meeting a. Any alteration in form or nature of any securities that are listed on the stock exchange or in rights or privileges thereof; b. Any alteration in date on which the interest on debentures or bonds or the redemption amount of redeemable shares or of the debentures or bonds shall payable.
16.	<b>Disclosure of price sensitive information [Reg. 30(6)] :</b> The listed entity shall disclose to stock exchange(s) of all events, as specified in <b>Part A</b> of schedule III, or information as soon as reasonably possible and not later than twenty four hours from the occurrence of the event or information. Provided that in case the disclosure is made after twenty four hours from the occurrence of the event or information, The listed entity shall, along with such disclosures provide explanation for delay.
17.	<b>Disclosure of price sensitive information [Reg. 30(6)] :</b> Outcome of Meeting of the board of directors : The listed entity shall disclose to the Exchange(s), within 30 minutes of the closure of the meeting , held to consider the following :

	<ul style="list-style-type: none"> <li>i. Dividends and / or cash bonuses recommended or declared or the decision to pass any dividend and the date on which dividend shall be paid / dispatched;</li> <li>ii. Any cancellation of dividends with reasons thereof;</li> <li>iii. The decision of buy back of securities;</li> <li>iv. The decision with respect to fund raising proposed to be undertaken</li> <li>v. Increase in capital by issue of bonus shares through.</li> </ul>
18.	<p><b>Filing of shareholding pattern to stock exchanges prior to listing of securities [Reg.31(1)(a)] :</b> Filing of shareholding pattern one day prior to its listing of securities on the stock exchange.</p>
19.	<p><b>Filing of shareholding pattern to stock exchange in case of capital restructuring [Reg.31(1)(a)] :</b> Within 10 days of any capital restructuring of the listed entity resulting in a change exceeding 2 percent of the total paid up share capital.</p>
20.	<p><b>Draft Scheme of Arrangement or Scheme of Arrangement [Reg.37(2)] :</b> Listed entity shall obtain observation letter from the stock exchanges before filing of any Scheme of Arrangement or Scheme of Arrangement.</p>
21.	<p><b>Intimation regarding fixing of record date or Date of closure of transfer books [reg. 42(2)] :</b> The listed entity shall intimate the record date to all stock exchanges for the following purposes</p> <ul style="list-style-type: none"> <li>a) Declaration of Dividend;</li> <li>b) Issue of right or bonus shares;</li> <li>c) Issue of shares for conversion of debentures or any other convertible securities;</li> <li>d) Shares arising out of right attached to debentures or any other convertible securities;</li> <li>e) Corporate action like merger, demerger, splits and bonus shares etc.</li> <li>f) Such other purposes as may be specified by the stock exchange</li> </ul> <p>The intimation shall be given in advance of at least 7 working days excluding the date of intimation and record date to the stock exchanges of record date specifying the purpose of the record date.</p>
22.	<p><b>Intimation for fixation of record date for declaration of dividend and or cash bonus [Reg. 42(3)] :</b> The Listed entity shall recommend or declare all dividend and/ or cash bonus at least five working days (excluding the date of intimation and the record date) before the record date fixed for the purpose.</p>
23.	<p><b>Voting by shareholders [Reg. 44(3)] :</b> The listed entity shall submit to the stock exchange, within 48 hours of conclusion of its general meetings, details regarding the voting results in the format specified by the Board.</p>
24.	<p><b>Change in the name of Listed entity [Reg. 45 (3)] :</b> On receipt of conformation regarding name availability from Registrar of Companies, before filling the request for change of name with the Registrar of Companies in terms of provision laid down in Companies Act, 2013 and rules made there under, the listed entity shall seek approval from Stock Exchange by submitting a certificate from chartered accountant stating compliance with conditions at sub-regulation (1)</p>