

POLICY ON PRESERVATION OF DOCUMENTS

1. PREAMBLE

Asahi India Glass Limited (hereinafter referred to as “AIS” or “the Company”) treats its corporate documents, whether physical or electronic, as precious resources and believes in judicious preservation of the same.

2. OBJECTIVE

This Policy has been framed in compliance with SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (including any amendment thereof for the time being in the force). Further objective of this policy is to ensure systematic identification, categorization, maintenance, review, retention, and destruction of documents received or created in the course of business.

3. DEFINITIONS

3.1 “Act” means Companies Act, 2013 and the Rules framed thereunder, including any modifications, amendments, clarifications, circulars or reenactments thereof.

3.2 “Board” means Board of Directors of the Company.

3.3 “Board Committees” means Audit Committee, Nomination & Remuneration Committee, Stakeholders’ Relationship Committee and other Committees formed by the Board of Directors from time to time.

3.4 “Listing Regulations” means SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

3.5 “SEBI Regulations” means all regulations enacted by Securities and Exchange Board of India as applicable to listed company.

4. CHARTER

Various laws applicable to the Company requires maintenance of certain types of corporate records, usually for a specified period of time. In compliance with the provisions of applicable laws and in the best interest of Company and its stakeholders time limit for preservation of documents is categorized as follows:

A. DOCUMENTS TO BE PRESERVED PERMANENTLY

The Company shall endeavor to keep the document stated below, either in electronic form or physical form or both, till the existence of the Company (however, such document shall be mandatorily kept for a period specified in any applicable law):

- (i) **Board, Board Committees & Members' Meetings Minutes:** Minutes of meetings of all Board, Board Committees & Members' meetings.
- (ii) **Annual Reports and Balance Sheets:** Copies of Annual Reports and Balance Sheets of each financial year.
- (iii) **Other Documents:** Any key/ critical document including contracts, memos, letters and/ or any other document considered as critical in the opinion of the Company.

B. DOCUMENTS TO BE PRESERVED FOR NOT LESS THAN EIGHT YEARS

The Company shall keep/ preserve all key statutory filings related to Company laws, SEBI laws, Taxation laws etc. and all the other requisite documents, as may be prescribed by various applicable laws and/ or deemed necessary by the Company, either in electronic form or physical form or both, as may be required, for 8 years or for such time period as may be prescribed under the applicable law.

5. AMENDMENT IN LAW

Any subsequent amendment/ modification in the Listing Regulations and/ or applicable laws in this regard shall automatically apply to this Policy.
