



# MALANKARA PLANTATIONS LIMITED

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## Malankara Plantations Limited

### Policy for Preservation of Documents

*(Pursuant to Regulation 9 of the SEBI (LODR) Regulations, 2015)*

#### 1. Preamble

The Securities and Exchange Board of India (SEBI), through Regulation 9 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, mandates every listed company to formulate a policy for the preservation of documents approved by its Board of Directors.

Accordingly, Malankara Plantations Limited ("the Company") has adopted this **Policy for Preservation of Documents** to ensure proper maintenance, retrieval, and disposal of corporate records and documents.

#### 2. Objective

The objective of this Policy is to:

- Classify documents that are required to be preserved;
- Establish duration for preservation based on legal and regulatory requirements;
- Ensure protection of records from unauthorized access, alteration, or destruction;
- Facilitate timely access and retrieval of documents when required.

#### 3. Scope and Coverage

This Policy applies to all documents and records of the Company, whether maintained in physical or electronic form, including:

- Statutory records
- Financial statements and records
- Legal documents
- Corporate filings
- Contracts and agreements
- Correspondence with regulators and stakeholders

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#### 4. Classification of Documents

The Company shall classify the documents into the following categories for preservation:

##### A. Documents to be preserved permanently

Examples include:

- Memorandum and Articles of Association
- Statutory Registers under the Companies Act
- Minutes of Board, Committee, and General Meetings
- Register of Members
- Certificates issued by regulatory authorities
- Material contracts or agreements
- Policies adopted by the Board
- Disclosures under SEBI Regulations

##### B. Documents to be preserved for a minimum of 8 years

Examples include:

- Books of accounts and financial statements
- Income Tax records and returns
- GST records and returns
- Employment and personnel records
- Correspondence with regulatory bodies
- Agreements and contracts not covered under "A"
- Records of disclosures and filings with the stock exchanges

##### C. Documents to be preserved for such other periods as may be required by law or internal needs

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#### 5. Mode of Preservation

Documents may be preserved in:

- **Physical form**, in secure storage with restricted access; and/or
  - **Electronic form**, with appropriate backup and data security controls.
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#### 6. Custody of Documents

- The custody of documents shall be with the respective functional departments.
  - The Company Secretary shall be the coordinating officer to ensure policy implementation and compliance.
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## 7. Destruction of Documents

- Documents that are no longer required to be preserved as per this Policy may be destroyed upon approval from the head of the respective department.
  - Destruction shall be carried out in a manner ensuring data confidentiality and completeness.
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## 8. Review and Amendments

- This Policy shall be reviewed periodically by the Board or its delegated authority.
  - The Board may amend this Policy as and when deemed necessary or in accordance with any changes in the applicable laws or regulations.
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## 9. Disclosure

- This Policy shall be disclosed on the website of the Company:  
🌐 [www.malankaraplantations.com](http://www.malankaraplantations.com)

For Malankara Plantations Ltd.

  
Managing Director