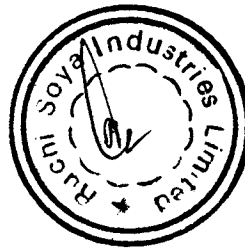


RUCHI SOYA INDUSTRIES LIMITED

**POLICY FOR PRESERVATION OF DOCUMENTS
&
ARCHIVAL OF DOCUMENTS [PERTAINING TO
EVENTS/INFORMATION DISCLOSED TO STOCK EXCHANGE] IN
WEBSITE**

(Approved by the Board of Directors of the Company at their meeting held on
17th January, 2020)



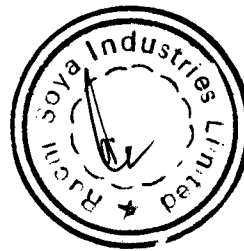
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Effective Date: January 17, 2020

Modifications:

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RUCHI SOYA INDUSTRIES LIMITED

PREFACE

- ☐ Regulation 9 of Securities and Exchange Board of India (Listing Obligations & Disclosure Requirements) Regulations, 2015, provides that:

The listed entity shall have a policy for preservation of documents, approved by its board of directors, classifying them in at least two categories as follows-

(a) documents whose preservation shall be permanent in nature ;

(b) documents with preservation period of not less than eight years after completion of the relevant transactions:

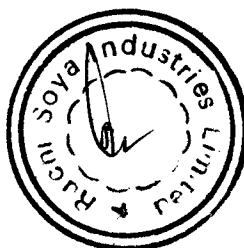
Provided that the listed entity may keep documents specified in clauses (a) and (b) in electronic mode.

- ☐ Regulation 30 (8) of Securities and Exchange Board of India (Listing Obligations & Disclosure Requirements) Regulations, 2015, provides that:

The listed entity shall disclose on its website all such events or information which has been disclosed to stock exchange(s) under this regulation, and such disclosures shall be hosted on the website of the listed entity for a minimum period of five years and thereafter as per the archival policy of the listed entity, as disclosed on its website.

- ☐ Pursuant to aforesaid Regulations of Securities and Exchange Board of India (Listing Obligations & Disclosure Requirements) Regulations, 2015, Ruchi Soya Industries Limited [**"the Company"**] has a strategic objective of ensuring that significant documents as specified in this Policy are safeguarded and preserved to ensure longevity of such documents.

- ☐ Therefore, to ensure compliance with the aforesaid Regulations, the Company hereby frames this Policy for Preservation of Documents & Archival of Documents pertaining to events/information disclosed to stock exchange on website of the Company.



I. POLICY FOR PRESERVATION OF DOCUMENTS
[Framed under Regulation 9 of Chapter III of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015]

1. Definitions

In this Policy, unless the context otherwise requires:-

“**Administrator**” means the Wholetime Director of the Company for the purposes of this Policy.

“**Company**” means Ruchi Soya Industries Limited.

“**SEBI (LODR) Regulations**” means Securities and Exchange Board of India (Listing Obligations & Disclosure Requirements) Regulations, 2015.

“**SEBI**” shall mean the Securities and Exchange Board of India.

Words and expressions used in this Policy but not defined shall have the meaning as given in the Companies Act, 2013, SEBI (LODR) Regulations or any other cognate statute.

2. Purpose and Scope

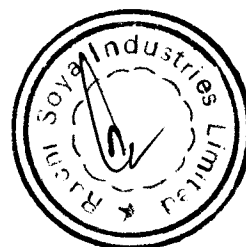
The purpose of this document is to present a high level policy statement for the Company regarding preservation of its documents in accordance with all the statutory and regulatory provisions applicable to the Company including the Companies Act, 2013 and the SEBI (LODR) Regulations.

This policy would contain guidelines on how to identify documents that need to be preserved, how long certain documents should be retained, and how and when those documents should be disposed of, if no longer needed pursuant to the applicable statutory and regulatory provisions.

3. Classification of Documents to be preserved / retained

The Board of Directors has classified the documents to be retained and preserved in two categories which are mentioned below:

- 1) Documents whose preservation shall be permanent in nature -
 - as prescribed under Companies Act, 2013 & Rules made thereunder.
- 2) Documents with preservation period of not less than 8 years after completion of relevant transactions-
 - as prescribed under Companies Act, 2013 & Rules made thereunder.



Income Tax, Sales Tax, Goods and Service Tax, Central Excise and Service Tax related documents, i.e., Assessment Orders, Tax Bills, Receipts, Statements, Returns, Notices, etc. shall be preserved for a period of 8 years as required under the applicable laws.

The respective Functional Heads to ensure safe record keeping and compliance of the applicable laws. In addition to the above stated laws, the Company shall preserve and maintain all of its records and documents for a period of eight years or permanently in accordance with applicable law.

4. Periodical Review of the Policy by the Board of Directors

This policy shall be reviewed periodically by the Board and amendments effected subject to approval of the Board if and when practical difficulties are encountered. The Board may also review this policy on document retention to comply with any local, state, and central legislation that may be promulgated from time to time.

5. Suspension of Record Disposal in the event of Litigation or Claims

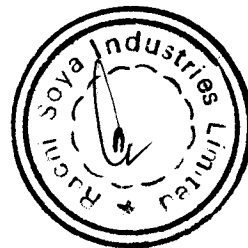
In case the Company is served with any notice for request of documents or a governmental investigation or audit concerning the Company or commencement of any litigation against /by the Company, then disposal of documents shall be suspended until such time as the Administrator may deem fit and the Administrator may take due advise from the legal counsel in this regard. Such documents shall be preserved till such time the matter is settled or resolved or disposed of. The Administrator shall immediately inform all Employees of the Company for suspension of further disposal of Documents.

6. Register of Documents destroyed

The Company shall maintain a register in the form set out in the *Annexure* enclosed hereto wherein it shall enter brief particulars of the documents destroyed and all entries made therein shall be authenticated by the Company Secretary or such other persons as may be authorized by the Board for the purpose.

7. Interpretation

This Policy shall be reviewed by the Board of Directors as and when any changes are to be incorporated in the Policy due to change in SEBI (LODR) Regulations or as may be felt appropriate by the Board. Any changes or modification on the Policy would be approved by the Board of Directors. 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.



8. Severability

This Policy along with Annexure constitutes the entire document in relation to its subject matter. In the event that any term, condition or provision of this Policy is being held to be in violation of any applicable law, statute or regulation, the same shall be severable from the rest of this Policy and shall be of no force and effect, and this Policy shall remain in full force and effect as if such term, condition or provision had not originally been contained in this Policy.

9. Amendment

In case of any subsequent changes in the Act or SEBI (LODR) Regulations which makes any of the provisions in the Policy inconsistent with the SEBI (LODR) Regulations, the provisions of the Act or SEBI (LODR) Regulations would prevail over the Policy and the provisions in the Policy would be modified in due course to make it consistent with law.

II. ARCHIVAL OF DOCUMENTS [PERTAINING TO EVENTS OR INFORMATION DISCLOSED TO STOCK EXCHANGE] IN WEBSITE

[Framed under Regulation 30 of Chapter IV of Securities and Exchange Board of India (Listing Obligations & Disclosure Requirements) Regulations, 2015]

- ✧ The Company shall disclose on its website all such events or information which has been disclosed to stock exchange(s) under Regulation 30 of Chapter IV of Securities and Exchange Board of India (Listing Obligations & Disclosure Requirements) Regulations, 2015, and such disclosures shall be hosted on the website of the Company for a minimum period of 5 (Five) years.
- ✧ The Company shall disseminate the information specified in Regulation 46 of Chapter IV of Securities and Exchange Board of India (Listing Obligations & Disclosure Requirements) Regulations, 2015 on its website and update them in accordance with applicable law.



ANNEXURE

REGISTER OF DOCUMENTS DESTROYED

SN	Section/Rules	Description of document destroyed	Time upto which document was preserved	Date of Destruction	Mode of destruction	Initials of Company Secretary or other Authorized Person

