

## DOCUMENTS PRESERVATION AND ARCHIVAL POLICY

### 1. Objective

In terms of Regulation 9 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Board of Directors (the“Board”) of Centerac Technologies Limited (the“Company”) has adopted this policy at its meeting held on November 06, 2015, for preservation and archival of documents.

### 2. Documents required to be preserved permanently:

Company shall preserve the documents mentioned in Annexure I permanently in physical mode or in electronic mode.

### 3. Documents required to be preserved for a period not less than 8 years:

Company shall preserve the documents /records as made in Annexure II for a period not less than eight years after the completion of the transaction.

### 4. Information to be hosted on the website of the Company

The Company shall host on its website all events and information disclosed to Stock Exchanges for minimum period of five years from the date of reporting to the Stock Exchanges.

### 5. Register of documents destroyed to be maintained

Company shall maintain a register and it shall enter brief particulars of the documents destroyed and all entries made therein shall be authenticated by the Secretary or such other persons as may be authorised by the Board for the purpose.

## Annexure I

### Documents to be preserved permanently

Sr. No.	Document	Period
1.	Register of loans, guarantee, security and acquisition made by the company	Permanently
2.	Register of investments not held in its own name by the company	Permanently
3.	Register of contracts with related party and contracts and Bodies etc. in which directors are interested	Permanently
4.	Register of charges	Permanently
5.	Register of Members including an index of the names	Permanently
6.	Minutes of General Meeting	Permanently
7.	Minutes of Board or Committee Meetings	Permanently
8.	Register of Renewed and Duplicate Share Certificates	Permanently

## Annexure II

### Documents with preservation period of not less than eight years

Sr. No.	Document	Period
1.	Books of Accounts including vouchers relevant to any entry in such books of account	8 financial years preceding current FY.
2.	Disclosures/ Notices by a director of his/her interest	For a period of eight years from the end of the financial year to which it relates
3.	Registers of deposits	for a period of not less than eight years from the financial year in which the latest entry is made in the register
4.	The instrument creating a charge or modification	preserved for a period of eight years from the date of satisfaction of charge by the company
5.	Register of debenture-holders including an index of the names	Preserved for a period of eight years from the date of redemption of debentures or securities, as the case may be.
6.	Foreign register of debenture-holder	preserved for a period of

		eight years from the date of redemption of such debentures
7.	Annual return and copies of all certificates and documents required to be annexed thereto	preserved for a period of eight years from the date of filing with the Registrar
8.	All books and documents relating to the issue of share certificates, including the blank forms of share certificates	not less than thirty years and in case of disputed cases, shall be preserved permanently