

POLICY ON PRESERVATION OF DOCUMENTS

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AQUAPHARM CHEMICAL LIMITED

POLICY ON PRESERVATION OF DOCUMENTS

1. BACKGROUND

In terms of Regulation 9 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“SEBI Listing Regulations”), every Listed Company is required to formulate a Policy on Preservation of Documents (“Policy”) which has to be approved by the Board of Directors of the Company.

In this context, the Policy has been framed by the Board of Directors (“Board”) of Aquapharm Chemical Limited (“the Company”) at its Meeting held with the objective of classifying various documents, records and registers for the purpose of maintenance and preservation and for preservation of such documents both in physical and electronic forms.

This Policy can be modified and or amended with the approval of the Board of Directors only.

2. OBJECTIVE OF THE POLICY

The objective of this Policy is to classify the documents, records and registers of the Company which are required;

- Documents to be maintained and preserved permanently unless otherwise decided by the Board from time to time
- To be preserved for a period of not less than 8 years after completion of the relevant transactions.

3. SCOPE OF THE POLICY

This Policy applies to the Company as well as its subsidiaries, joint ventures, affiliates etc.

4. DEFINITIONS

In this policy unless the context otherwise requires

“Act” means the Companies Act, 2013 and rules made thereunder, as amended from time to time.

“Listing Regulations” shall mean the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as may be amended from time to time

“Company” means Aquapharm Chemical Limited

“Document(s)” refers to papers, notes, agreements, notices, advertisements, requisitions,

order, declarations, forms, correspondence, minutes, indices, registers, summons and or any other records, required under or in order to comply with the requirements of any applicable law, whether issued, sent or kept in pursuance of this Act or under any other law for the time being in force or otherwise, maintained on paper or in Electronic Form;

“Electronic Record(s)” means the electronic record as defined under clause(t) of sub-section (1) of Section 2 of the Information Technology Act, 2000

“Electronic Form” means on any electronic device such as computer, laptop, compact disc, floppy disc, space on electronic cloud, or any other form of storage and retrieval device, considered feasible, whether the same is in possession or control of the Company or otherwise the Company has control over access to it

"Key Managerial Personnel" or "KMP" shall have the same meaning ascribed to it under the Act"

"Board" or "Board of Directors" shall mean the Board of Directors of Aquapharm Chemical Limited, as may be re-constituted from time to time

"Financial Year" shall have the same meaning ascribed to it under the Act

“Legal Hold” refers to a direction from Legal to preserve certain data held by employees or databases. All retention periods under this Policy shall be suspended with respect to documents subject to Legal Hold and all documents subject to Legal Hold are to be preserved in strict accordance with Legal Hold Instructions and not altered, destroyed or deleted until Legal informs employees that the Legal Hold has ended.

“Maintenance” means keeping Documents, either physically or in Electronic Form

“Preservation” means to keep in good order and to prevent from being altered, damaged or destroyed

5. PRESERVATION OF DOCUMENTS

The Company shall preserve all its documents as per the requirements and provisions of the Act and the rules made thereunder, the Secretarial Standard, the Listing Regulations and any other law, rules, regulations as may be applicable to the Company from time- to-time.

Documents which are to be maintained permanently:

The Company shall maintain the following documents on a permanent basis:

- The Original Signed and Stamped Memorandum of Association and the Articles of Association of the Company
- Minutes of General Meetings, Board Meetings, various Committee Meetings, resolutions passed by postal ballot, resolutions passed by circulations.

- Registration Certificates
- Licenses and Statutory Approvals
- Statutory Registers required under applicable laws
- Audited Financial Statements
- Material Agreements / Contracts
- Major orders issued by Courts / Statutory bodies
- Investment Documents / proofs including certificates etc.
- Intellectual Property Documents shall include, but shall not be limited to Copyrights, Trademarks, Patents, and Industrial Designs. Intellectual Property Rights Documents that are owned by the Company shall be retained by the Company permanently.
- Register under section 186 of the Act, 2013 for Loans/investment/ guarantees or securities provided.
- Register under section 187 for investment held in any other person name.
- Register under section 189 for contracts / arrangements in which directors are interested as per section 184 / 188 of the act.
- Register of Members.
- Foreign register of members.
- Register of Charges
- Any other document as may be required to be maintained permanently in terms of applicable laws and preserved

Documents which are required to be maintained for at least eight financial years after completion of the relevant transactions:

- Books of account together with the vouchers relevant to any entry in such books of account
- Register of Debenture holders (Including Foreign Register of Debentures) or Register for any other Securities issued by the Company
- Annual Returns of the Company and copies of all certificates and Documents required to be annexed thereto as per provisions of Companies Act, 2013.
- Copies of Disclosure of Interest received from the Directors of the Company in the manner prescribed
- Instruments creating a Charge or modifying a Charge, if any
- Changes to the Memorandum of Association and the Articles of Association, if any
- Register of deposits accepted or renewed, if any
- Tax Records – Tax records including, but not limited to documents concerning tax assessment, tax fillings, proof of deductions, tax returns, appeal referred against any claim made by the relevant tax Authorities, shall be maintained for a period of 8 years or for a period of 18 years after a final Order has been received with respect to any matter which was preferred for Appeal, as the case may be
- Employment /Personnel Record in case of employees of the Company
- Relevant marketing and sales documents
- Press Releases
- Legal documents including but not limited to contracts, legal opinions, pleadings, Orders passed by any court or tribunal, Judgments, Interim Orders, Documents

relating to cases pending in any Court or Tribunal or any other Authority empowered to give a decision on any matter, Awards, Documents relating to property matters

- Non-Statutory Registers / Documents
- Correspondences with Statutory bodies / shareholders
- Insurance Policies
- Any other document as may be required to be maintained in terms of applicable law and preserved.

6. MODE OF MAINTENANCE

The Company shall maintain these records either in physical or electronic mode. The applicable provisions of law, rules and regulations with regard to electronic maintenance of records shall be adhered to.

All the records shall be maintained as per the prescribed formats, if any, as amended from time- to-time under the various rules and regulations.

7. DISPOSAL AND DESTRUCTION OF RECORDS

After the expiry of the statutory retention period, the preserved documents may be destroyed in the manner approved by the Company's divisional heads. Destruction of documents as a normal administrative practice shall be followed for the records which are duplicate/unimportant/irrelevant.

This applies to both Physical and Electronic Documents. The documents may be destroyed as follows:

- Recycle non-confidential paper records;
- Shred or otherwise render unreadable confidential paper records; or
- Delete or destroy electronically stored data.

8. ROLES AND RESPONSIBILITIES

The respective divisional heads of the Company shall be responsible for maintenance, preservation and destruction of documents in respect of the areas of operations falling under their respective charge.

9. GENERAL

Notwithstanding anything contained in this Policy, the Company shall ensure compliance with any additional requirements as may be prescribed under any law / regulations either existing or arising out of any amendment to such law / regulations or otherwise and applicable to the Company from time to time.

10. REVIEW AND MONITORING

The Board shall review and monitor the implementation of this Policy on an annual basis to ensure its effectiveness.

11. AMENDMENTS

The Board may subject to the applicable laws amend any provision(s) or substitute any of the provision(s) with the new provision(s) or replace this policy entirely with a new policy. However, no such amendment or modification shall be inconsistent with the applicable provisions of any law for the time being in force.

12. DISCLOSURE OF THE POLICY

This Policy shall be made available on the website of the Company. The necessary disclosures about the Policy and other details should be made as per the requirements of the SEBI Listing Regulations and the Act.

13. CUSTODIAN: Company Secretary and Compliance Officer

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