

SUPREME HOLDINGS & HOSPITALITY (INDIA) LIMITED

POLICY FOR PRESERVATION OF DOCUMENTS

1. PREFACE

In compliance with Regulation 9 and Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations"), the Board of Directors ("Board") of Supreme Holdings & Hospitality (India) Limited ("Company") has approved the following Policy For Preservation of Documents ("Policy") for the Company.

The Policy shall be applicable on preservation of documents / records maintained by the Company either in Physical Mode or Electronic Mode (hereinafter referred to as "Documents").

2. PURPOSE

The purpose of this Policy is to ensure that the all the necessary documents and records of the Company are adequately protected and preserved as per the statutory requirements and also to archive any of the material of events or information which are disclosed by the Company to the Stock Exchanges in terms of Regulation 30.

3. POLICY FOR PRESERVATION OF DOCUMENTS

Attached as Annexure A is a Documents Preservation Schedule that is approved as the Initial Schedule for maintenance, preservation and disposal of the Documents. The Company may preserve the Documents in electronic mode too.

The Company Secretary & Head of the Departments who are responsible for relevant areas of the Company's operations ("Responsible Officers") shall be in-charge of administration of this Policy and the implementation process and procedures to ensure that Documents Preservation Schedule is followed.

4. ARCHIVAL POLICY

Any disclosure of events or information which have been submitted by the Company to the Stock Exchanges under Regulation 30 of the Listing Regulations will be available on the website of the Company for a period of 5 years from the date of its disclosure and shall thereafter be archived from the website of the Company for a period of 3 years.

5. PROCEDURE FOR DISPOSAL OF DOCUMENTS

The Documents that are no longer required as per the time schedule prescribed in the Annexure A may be destroyed. The Responsible Officers may direct the relevant employees from time to time to destroy the Documents which are no longer required as per the Documents Preservation Schedule given under Annexure A.

6. DISCLOSURE/AMENDMENT

The Board 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.

This policy as amended from time to time shall be made available at the website of the Company.

ANNEXURE A

Documents Preservation Schedule:

A: CORPORATE RECORDS

Sr. No.	Document Type	Preservation Period (in Yrs.)
1.	Common Seal, Certificate of incorporation, Certificate of change of name (if any), Memorandum and Articles of Association as amended from time to time, All books and documents relating to issue of Share Certificates.	Permanent
2.	Minutes Books of Board, General Meetings and Committees Meetings	Permanent
3.	Register of Directors & Key Managerial Personnel and their Shareholding	Permanent
4.	Statutory Registers	Permanent
5.	Statutory Forms except for routine compliance	Permanent
6.	Register of Contract or Arrangements in which Directors are interested	Permanent
7.	Register u/s 186 (9) of Companies Act, 2013	Permanent
8.	Register of Members, Register of charge	Permanent
9.	Index of Members	Permanent
10.	Annual Returns copies.	8
11.	The Instrument creating Charge or Modification thereon	8
12.	Office copies of notices, scrutinizer's report and related papers (General meeting)	8
13.	Books of Accounts etc	8
14.	Disclosures / Notices by a Directors of his interest	8
15.	Attendance Register for Board & Committee meetings	8
16.	Office copies of Notice of General Meeting and related papers	8
17.	Office copies of Notice of Board Meeting / Committee Meeting, Agenda, Notes on Agenda and other related papers	8

B: ALL OTHER DOCUMENTS

All other documents of the Company shall be maintained in compliance with the requirements of the applicable laws.