



**DOCUMENT PRESERVATION &
ARCHIVAL POLICY OF
IRM ENERGY LIMITED**

(Formerly known as IRM Energy Private Limited)

1. OBJECTIVE AND SCOPE:

In terms of Regulation 30(8) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended (“SEBI Listing Regulations”) every listed Company is required to disclose on its website all such events or information which has been disclosed to the Stock Exchange(s) 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. Further, in terms of Regulation 9 of SEBI Listing Regulations, the Company is required to have a policy for preservation of documents.

The board of directors of IRM Energy Limited (hereinafter referred to as "the Company") in pursuance of Regulation 30(8) and Regulation 9 of the SEBI Listing Regulations and other applicable provisions (including any statutory enactments / amendments thereof), adopted documents preservation and archival policy, to ensure preservation and archival of documents and records of the Company in compliance with the applicable laws.

2. DEFINITIONS

In this Policy, unless the context otherwise requires:

“**Act**” means the Companies Act, 2013, Rules framed thereunder & any amendments thereto.

“**Board of Directors**” means the Board of Directors of IRM Energy Limited.

“**SEBI Listing Regulations**” means Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and any amendment thereto;

“**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.

“**Policy**” means “Document Preservation & Archival Policy”

“**Website**” means website of the Company i.e. www.irmenergy.com

3. PRESRVATION OF DOCUMENTS

The Company is required to maintain certain types of corporate records for a specified period of time under applicable corporate/ securities laws, including but not limited to the SEBI Listing Regulations and the Act (“Applicable Laws”). There are certain types of records that need to be retained for a specified period of time, as identified below.

- a) Documents to be preserved permanently: The documents listed in **Schedule I** along with any other documents required legally shall be maintained and preserved permanently by the Company.
- b) Documents to be preserved for no less than eight (8) years: The documents listed in **Schedule II** along with any other documents required legally shall be maintained and preserved for no less than eight (8) years by the Company.



4. ARCHIVAL OF DOCUMENTS:

The Company shall disclose on its website all such events or information which has been disclosed to stock exchange(s) under applicable Listing Regulations, and such disclosures shall be hosted on the website of the listed entity for a minimum period of five years and thereafter the same shall be archived for a further period of three years. Thereafter the said information, documents, records may be destroyed as per the need of the respective departments.

5. POLICY REVIEW:

This policy shall be reviewed from time to time so that the Policy remains compliant with the applicable legal requirements.

6. LAWS TO TAKE PRECEDENTS AND AMENDMENTS:

If any of the provisions of this Policy are inconsistent with the applicable laws, then the provisions of applicable laws shall prevail over the Policy to that extent and the Policy shall be deemed to have been amended so as to be read in consonance with applicable laws.

As this Policy is pursuant to the applicable laws, if any change to applicable laws or interpretation thereof necessitates any change to the Policy, this Policy shall be read so as to accommodate the changes. The Company Secretary will review the Policy to give effect to above, as and when need arises, till such time as the Board of Directors makes the necessary changes to the Policy.

The Board of Directors of the Company shall make such alterations to this Policy as and when necessitated or as deemed fit, provided they are not inconsistent with the provisions of the applicable laws.

7. DISCLOSURES

The Company shall disclose the Policy on its website.

Schedule I: Documents whose preservation shall be permanent in nature

Sr. No.	Document
1	Incorporation documents
2	Memorandum and articles of association
3	Register of members along with the index
4	Register of renewed and duplicate share certificates
5	Register of charges
6	Register of loans, guarantees, security and acquisition
7	Register of investments made by the Company not held in its name
8	Register of contracts or arrangements in which directors are interested
9	Minutes of proceedings of general meeting and resolutions passed by postal ballot, meeting of Board of Directors, creditors, committees of the Board of Directors and resolutions passed by circulation

Schedule II: Documents with preservation period of not less than eight years after completion of relevant transaction

Sr. No.	Document
1	Books of account including relevant books and papers and financial statements
2	Disclosures/ notices by a director of his interest
3	Register of deposits
4	Instrument creating a charge or modification
5	Annual return and copies of all certificates and documents required to be annexed thereto
6	Register of debenture holders
7	The attendance register of Board & Committee Meetings