



Zenith Exports Limited

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ZENITH EXPORTS LIMITED

POLICY FOR PRESERVATION OF DOCUMENTS

As per Regulation 9 of the Securities and Exchange Board of India (SEBI) (Listing Obligations and Disclosure Requirements) Regulations, 2015, every Listed Company shall have a Policy for Preservation of documents approved by its Board of Directors.

As per Regulation 30(8) of the Listing Regulations, the Company is required to formulate an Archival Policy for all disclosures of events/information to the Stock Exchanges in terms of the Company's Policy for Disclosure of Events/Information and Determination of Materiality.

The Board of Directors of the Company ('Board') has accordingly formulated the following Policy towards compliance with the aforesaid Regulation of SEBI as the Company is a Listed Company.

1. The Documents and Records of the Company required to be maintained under the Listing Regulations shall be classified into two categories as given below:
 - a) Documents whose preservation shall be permanent in nature shall be preserved permanently by the Company subject to the modifications, amendments, additions, deletions or any other changes made therein from time to time.
 - b) Other Documents shall be preserved for at least 8 years after completion of the relevant transactions subject to the modifications, amendments, additions, deletions or any other changes made therein from time to time.
2. Physical copies of the Listing Documents and Records shall be in the custody of the Company Secretary.
3. The Listing Documents and Records as specified above may also be kept in electronic mode by the Company.
4. The Registrar and Share Transfer Agent shall ensure that the correct procedures are followed for maintenance of the Listing Records required to be maintained by them and shall provide an Annual undertaking to the Company in this regard.



ARCHIVAL POLICY

Any disclosure of events or information which has been submitted by the Company to the Stock Exchange 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.

This Policy can be modified at any time by the Board of Directors of the Company.

