

## POLICY ON PRESERVATION OF DOCUMENTS

(Pursuant to Regulation 9 of the SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015)

### 1. INTRODUCTION

In terms of Regulation 9 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“**Listing Regulations**”), the Board of Directors (the “**Board**”) of Eco Recycling Limited has adopted this Policy at its meeting held on 30<sup>th</sup> May, 2017, for Preservation of Documents, as required under applicable regulations.

In any circumstance, where the terms of this policy differ from any existing or newly enacted law, rule, regulation or standard governing the Company, the law, rule, regulation or standard will take precedence over this Policy and procedures until such time as this Policy is changed to conform to the law, rule, regulation or standard.

### 2. DEFINITIONS

- i. “**Act**” means the Companies Act, 2013 and rules made there under, as amended from time to time
- ii. “**Board of Directors**” or “**Board**” shall mean the Board of Directors of Eco Recycling Limited, as constituted from time to time.
- iii. “**Company**” shall mean “**Eco Recycling Limited**”.
- iv. “**Documents**” includes summons, notice, requisition, order, declaration, form and register, 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;
- v. “**Listing Regulations**” shall mean Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“**Listing Regulations**”) as may be amended from time to time
- vi. “**Electronic Form**” with reference to information means any information generated, sent, received or stored in media, magnetic, optical, computer memory, micro film, computer generated micro fiche or similar device.

### 3. OBJECTIVE

This policy sets the standards for managing, storing and preservation of documents of the Company broadly classified in the following two categories:

- A. The documents of a permanent nature (listed in **Annexure 1**) shall be maintained and preserved permanently by the Company subject to the modifications, amendments, additions, deletions or any changes made therein from time to time.