

POLICY ON PRESERVATION OF DOCUMENTS

1. Legal Framework

Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("listing Regulations") imposed certain obligations and disclosure requirements on all the listed entities, one of the common obligations for all the listed entities pursuant to Regulation 9 is to formulate and put in place a policy for preservation of documents.

The Board of Directors of Econo Trade (India) Limited (the "Company") is obliged to formulate a policy for "Preservation of Documents" to comply with the requirements of Regulation 9 of the Listing Regulations.

This Policy will be applicable to the Company effective from 1st December, 2015.

2. Objective

The purpose of this policy is to have a binding framework for the preservation of documents of the company, as approved by the Board of directors of the company.

3. General

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

4. Amendment

The Board of Directors of the Company reserves the right to amend or modify this policy in whole or in part, as may be required at any point of time.

RETENTION SCHEDULE

Sl. No.	Record Category	Record Type	Minimum Retention Requirement
1.	Board Meeting & Committee Meeting records	1. Agenda 2. Internal Audit yearly Reports 3. Board Resolutions 4. Committee Resolutions 5. Board Minutes 6. Committee Minutes 7. Adopted Policies 8. Attendance Registers 9. Disclosure of Interest 10. Other Miscellaneous reports/records	Permanent
2.	General Meeting records	1. Register of members 2. Minutes 3. Attendance Register	Permanent

3.	Other Secretarial records	1.Incorporation/Conversion/Business commencement Certificates 2.Memorandum of Association & Articles of Association 3.Common Seal 4.Annual Reports 5.Various Statutory Registers pursuant to the Companies Act, 2013 6.Share transfer, transmission etc 7.Correspondences with MCA, ROC, RTA etc.	Permanent
		1.Correspondences with Shareholders	8 years from the date the complaint is resolved
		1.Copies of all Annual Returns along with certificates & documents required to be annexed thereto	8 years from the date the complaint is resolved
4.	Insurance claims	1.Insurance Policy Execution/Renewal Certificate 2.Insurance Claims records	8 years from lapse of Policy/Settlement of claim
5.	SEBI & Stock Exchange Records	1.Correspondences with SEBI and Stock Exchanges where it is listed (BSE & CSE) etc.	Permanent
6.	RBI Records	1.License Certificate/Renewal Certificate 2.Statutory Returns/Reports etc. submitted from time to time. 3.Annual return to RBI	Permanent
		1.Correspondences with Statutory bodies 2.Auditors Report 3.Disclosure in Newspapers, if any related to RBI	8 financial years following the relevant financial year
		1.Client Records & transactions pursuant to the 'Know Your Customer' (KYC) Guidelines- Anti Money Laundering Standards (AML)- "Prevention of Money Laundering Act, 2002 2.Records pertaining to the identification of the customers and their address (Example- copies of documents like passports, identity cards, driving licenses. PAN card, utility bill for individuals and HUF and for corporates MOA & AOA, Financial Statements, details of directors etc.) obtained while opening the account and during the course of business relationship including yearly updates	10 years after completion of the relevant transactions

		and change in KYC records as and when required. 3.Records pertaining to complex unusual large transactions, which have no apparent economic or visible lawful purpose	
7.	Misc Licenses obtained from Statutory Authorities	1.Trade Licenses 2.Shop and Establishment, etc.	Permanent
8.	Property Records	1.Agreement/Contracts 2.Document relating to acquisition and sale of Real Property.	Permanent
9.	Legal	Correspondences with Courts/other statutory bodies regarding any petition/cases/suit etc.	Permanent
10.	Personal Records	Official Personnel files of active employees and trainees	Permanent
		Official personnel files of inactive employees and trainees	8 Years from the date of termination of employment
11.	Finance	1.Audited Financial Statements 2.Auditors Reports	Permanent
		1.Books of Accounts & Vouchers	8 Financial Years following the relevant Financial Year
12.	Taxation	1.Registration/amendment Certificate under various relevant provisions in force 2.Correspondences with the Statutory bodies	Permanent
		1.Preservation of Specific books of accounts	8 Financial Years following the relevant Financial Year
		1.Records pertaining to various other laws in force	Records maintained under various other laws in force from time to time would be acceptable.