



Datasoft Computer Services Limited

PRESERVATION OF DOCUMENTS POLICY

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



PRESERVATION OF DOCUMENTS POLICY

1. Introduction

Pursuant to Regulation 9 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations") as amended from time to time, the Board of Directors of **Datasoft Computer Services Limited** has adopted the following policy which applies to Preservation of Documents/Records maintained by the Company either in Physical Mode or Electronic Mode.

2. Scope

The following policy applies to all Documents/Records and their maintenance and preservation by the Company pursuant to all applicable laws, rules, regulations or guidelines.

3. Definitions

- a. "Act" shall mean the Companies Act, 2013 and the Rules framed thereunder, including any modifications, clarifications, circulars or re-enactment thereof;
- b. "Board" means the Board of Directors of the Company;
- c. "Company" means **Datasoft Computer Services Limited**;
- d. "Listing Regulations" means the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended or replaced from time to time;
- e. "Relevant Laws" means applicable laws, rules, regulations and guidelines;

The terms that have not been defined in this policy shall have the same meaning assigned to them as in the Act, the Listing Regulation and the Relevant Laws.

4. Mode of Preservation of Documents

- a. Pursuant to Regulation 9 of the Listing Regulations, the company shall have a policy for preservation of documents, approved by its board of directors, classifying them in at least two categories as follows:
 - i. documents whose preservation shall be permanent in nature; and
 - ii. documents with preservation period of not less than eight years after completion of the relevant transactions.Provided that the listed entity may keep documents specified in clauses (a) and (b) in electronic mode.
- b. The Company shall preserve the Documents either in physical mode or in electronic mode.
- c. The Company shall appoint and authorised the personnel who is responsible to observe the compliance of the statutory requirements as per the law.
- d. The Company shall ensure that the documents are preserved in such a manner that there is no tampering, alteration, destruction or anything that endangers the said documents and their content, authenticity, utility or accessibility.

For Datasoft Computer Services Limited

Managing Director

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Company Secretary & Compliance Officer



- e. The preserved documents must be accessible at all reasonable hours. Access to these documents may be controlled by the personnel appointed by the Board prohibiting unauthorised access of such documents.
- f. Further, if the Company is required by any Relevant Laws other than Listing Regulations to preserve any Document(s) for a period longer than as prescribed in the Listing Regulations, the document shall be preserved for the said period of time.
- g. The Company has prescribed the classification of documents and the time period for their preservation in **Annexure A** of this Policy.

5. Destruction of Documents

Documents no longer required as per the Relevant Laws and as specified in Annexure A of this policy may be destroyed by the authorised personnel from time to time.

Further, the company shall maintain a record of the documents destroyed by the authorised personnel pursuant to the Relevant Laws and the specification of Annexure A in the Registrar for Disposal of Records either in physical mode or in electronic mode initialled by the authorised person. The Registrar should mention the particulars of the document, the provisions of the Relevant Laws, Date and mode of Destruction and initials of the authorised person.

6. Limitation and Amendment

In case of any conflict between this Policy and applicable law, the applicable law shall prevail. Any amendment to this policy shall be made pursuant to the approval of the Board of Directors of the Company.

7. Disclosure of the Policy

The Policy shall be posted on the website of the Company i.e., <https://www.datasoftindia.in>

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