

**MARDIA SAMYOUNG CAPILLARY TUBES COMPANY  
LIMITED**

**POLICY FOR PRESERVATION OF DOCUMENTS & ARCHIVAL OF  
DOUCMENTS**

Applies to	MARDIA SAMYOUNG CAPILLARY TUBES COMPANY LIMITED
Modified Date	January 01, 2026
Issuing Authority	Board of Directors of the Company
Content Owner	Secretarial

**MARDIA SAMYOUNG CAPILLARY TUBES COMPANY LIMITED**

**POLICY FOR PRESERVATION OF DOCUMENTS & ARCHIVAL OF DOCUMENTS (PERTAIN TO  
EVENTS/ INFORMATION DISCLOSED TO STOCK EXCHANGE) IN WEBSITE**

[Framed under Regulation 9 & 30 (8) of SEBI (Listing Obligations & Disclosure Requirements)  
Regulation,2015]

**PREFACE**

Regulation 9 of SEBI (Listing Obligation & Disclosure Requirements) Regulations, 2015, provides that

The listed entity shall have a policy for preservation of documents, approved by its board of directors, classifying them in at least two categories as follows-

- (a) documents whose preservation shall be permanent in nature;
- (b) 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.

Regulation 30(8) of SEBI (Listing Obligation and Disclosure Requirements) Regulation,2015, provides that:

The listed entity shall disclose on its website all such events or information which has been disclosed to stock exchange(s) under this regulation, 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

Pursuant to these regulations, Mardia Samyoung Capillary Tubes Company Limited [“the Company”] has a strategic objective of ensuring that significant documents as specified in this policy are safeguard and preserved to ensure longevity of such documents.

Therefore, to ensure compliance with the aforesaid Regulation, the Company hereby frames the Policy for Preservation of Documents & Archival of Documents pertaining to events/information disclosed to stock exchange on its website, which is mentioned below:

## **(I) POLICY FOR PRESERVATION OF DOCUMENTS**

[Framed under Regulation 9 of Chapter III of SEBI (Listing Obligation & Disclosure Requirements) Regulations 2015]

### **1. DEFINITIONS**

In this policy, unless the context otherwise requires: -

“Company” means Mardia Samyoung Capillary Tubes Company Limited

“Regulation” means Securities and Exchange Board of India (Listing Obligation & Disclosure Requirements) Regulations, 2015.

Words and expressions used in this policy but not defined shall have the meaning as given in the SEBI (Listing Obligation & Disclosure Requirements) Regulations ,2015.

Any subsequent modification and / or amendment brought about by SEBI in the SEBI (Listing Obligation & Disclosure Requirements) Regulations, 2015 shall automatically apply to this policy.

### **2. PURPOSE AND SCOPE**

The purpose of this documents is to present a high level policy statement for Mardia Samyoung Capillary Tubes Company Limited (“the Company”) regarding preservation of its documents in accordance with all the statutory and regulatory provisions applicable to the Company including the Companies Act, 2013 and SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015 (“LODR”).

This policy would contain guideline on how to identify documents that need to be maintained, how long certain documents should be retained, and how and when those documents should be disposed of, if no longer needed pursuant to the applicable statutory and regulatory provisions.

This Policy has been modified and approved by the Board of Directors with effect from January 01, 2026.

### **3. CLASSIFICATION OF DOCUMENTS TO BE PRESERVED/ RETAINED**

The Board of Directors has classified the documents to be retained and preserved in two categories which are mentioned below:

1) Documents whose preservation shall be permanent in nature-

- as prescribed under Companies Act, 2013 & Rules under there under

2) Documents with preservation period of not less than 8 years after completion of relevant transactions-

- as prescribed under Companies Act, 2013 & Rules made there under. Income Tax, Sales Tax, Central Excise and Service Tax related documents, i.e. Assessment orders, Tax Bills, Receipts, Statements, Returns, Notices, etc. shall be preserved for a period of 8 years as required under the applicable laws.

Details pertaining to the list of documents to be preserved under the abovementioned applicable laws and regulations have been provided to the respective departments to ensure

safe record keeping and compliance of the applicable laws and regulations.

**4. Periodical Review of the policy by the Board of Directors**

This policy shall be reviewed periodically by the Board and amendments affected subject to approval of the Board if and when practical difficulties are encountered. The Board may also review this policy on document retention to comply with any local state and central legislation that may be promulgated from time to time.

**5. SUSPENSION OF RECORD DISPOSAL IN THE EVENT OF LITIGATION OR CLAIMS**

In case the Company is served with any notice for request of documents or a governmental investigation or audit connecting the Company or commencement of any litigation against the Company, then disposal of documents shall be suspended until such time as the Top Management with the due advice from the legal counsel determine otherwise. Such documents shall be preserved until the completion of the judicial proceedings.

**6. REGISTER OF DOCUMENTS DESTROYED**

The company shall maintain a register in the form set out in the Annexure-I enclosed hereto wherein it shall enter brief particulars of the documents destroyed and all entries made therein shall be authenticated by the Company Secretary or such other persons as may be authorized by the Board for the purpose.

**7. POLICY REVIEW**

This Policy is framed based on the requirements of Regulation 9 of SEBI (Listing Obligation & Disclosure Requirements) Regulation,2015.

In case of any subsequent changes in the Companies Act, 2013 or Regulations which make any of the Provisions in the Policy inconsistent with the Regulations, the provisions of the Act or Regulations would prevail over the Policy and the provisions in the Policy would be modified in due course to make it consistent with law.

This Policy shall be reviewed by the Board of Directors as and when any changes are to be incorporated the policy due to change in regulations or as may be felt appropriate by the Board. Any change or modification on the policy would be approved by the Board of Directors.

**8. POLICY SEVERABLE**

This Policy along with Annexure constitutes the entire document in relation to its subject matter. In the event that any term, condition or provisions of this policy is being held to be in violation of any applicable law, stature or regulation, the same shall be severable from the rest of this policy and shall be of no force and effect, and this policy shall remain in full force, and effects as if such term, condition or provision had not originally been contained in this policy.

## **(II) ARCHIVAL OF DOCUMENTS**

[PERTAIN TO EVENTS OR INFORMATION DISCLOSED TO STOCK EXCHANGE] IN WEBSITE:

[Framed under Regulation 30 of Chapter IV of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015]

- The Company shall disclose on its website all such events or information which has been disclosed to stock exchange(s) under Regulation 30 of Chapter IV of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015, and such disclosures shall be hosted on the website of the Company for a minimum period of five years.
- The Company shall disseminate the information specified in Regulation 46 of Chapter IV of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015 on its website.
- This Policy has been modified and approved by the Board of Directors with effect from January 01, 2026.

**Annexure: I**  
**REGISTER OF DOCUMENTS DESTROYED**

<b>Sr No.</b>	<b>Section/Rules in Companies Act, 2013 or any other act.</b>	<b>Description of document destroyed</b>	<b>Time up to which documents was preserved</b>	<b>Date of Destruction</b>	<b>Mode of Destruction</b>	<b>Initials of Company Secretary or other authorized person</b>
1						
2						
3						
4						
5						

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