



## **NATCO'S POLICY FOR PRESERVATION OF DOCUMENTS**

In pursuance of the provisions of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ('Listing Requirements') the Board of Directors ('Board') of Natco Pharma Limited (the 'Company') hereby formulate the policy for determining material subsidiary which shall be called "Natco's Policy on Determination of Material Subsidiary" (the 'Policy') which is effective from 01.12.2015.

### **PURPOSE:**

To ensure that the Company complies with the Statutory Requirements prescribed for preservation of several documents required under various Legislations or otherwise.

### **DEFINITIONS:**

Any term used in this policy shall have the meaning ascribed to it in the Companies Act, 2013 or Rules made thereunder, SEBI Act, 1992 or Rules and Regulations made thereunder or any other relevant legislation/law applicable to the Company.

### **Documents to be preserved permanently**

All documents required by several legislations to be preserved permanently shall be so preserved and maintained in a good condition and should be able to be retrieved when needed.

### **Documents to be preserved for a period of not less than eight years after completion of relevant transactions**

Documents which are required to be preserved for not less than eight years as prescribed under respective laws/regulations of various govt. bodies and statutory authorities shall be preserved and maintained for such period(s) in good condition and should be able to be retrieved when needed.

### **Other Documents:**

- (a) All disclosures hosted on website of the Company whose preservation is for a specified period as prescribed under respective laws/regulations of various government department/agencies, stock exchanges and other statutory authorities or under contractual obligations, if any, shall be preserved and maintained for such period(s) on the website.
- (b) All documents whose period of preservation is specified under the various agreements entered into with several parties/government departments/agencies (both government and private) shall be maintained as per the stipulated contractual obligations.



(c) All other documents shall be maintained in good condition for such periods as may be specified by the management from time to time.

(d) The Company may maintain the aforesaid documents either physically or electronically.

**PRESERVATION OF DOCUMENTS SUBSEQUENT TO AMALGAMATION:**

The books and papers of a company which has been amalgamated with, or whose shares have been acquired by the company shall not be disposed of without the prior permission of the Central Government.

**CUSTODY**

All the aforesaid documents shall be under the custody of the authority as may be prescribed by the Management or as required by any law in force who shall be responsible for the maintenance of the Documents in good condition.

**INSPECTION OF DOCUMENTS:**

During inspection if copy of any of the documents is required, then prior permission of the respective officer, under whose custody the document is preserved, is to be taken.

**POWER TO AMEND:**

The Board shall have the power to amend any of the provisions of this Policy, substitute any of the provisions with a new provision or replace this Policy entirely with a new Policy in conformity with the applicable laws in force.

**POWER TO DESTROY:**

The documents which are not required to be preserved permanently may be destroyed after the statutory/specific period in the presence of two company officials under specific authorization in writing from the Chairman of the Company and this matter shall be placed in the next meeting of Board of Directors of the Company for the purpose of noting. Details of documents destroyed shall be entered in the Register kept for this purpose. However where the prior approval of Board is mandatory for this purpose, the same shall be complied with.

**DISCLOSURE IN WEBSITE:**

Company is required to disclose the policy on its website and a web link thereto shall be provided in the Annual Report of the Company.