



PRESERVATION OF DOCUMENTS CUM ARCHIVAL POLICY

Version 3.0

**TAMILNAD MERCANTILE BANK LTD
SECRETARIAL SECTION**

PRESERVATION OF DOCUMENTS CUM ARCHIVAL POLICY

Document History

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4	Prepared by	Secretarial Section
5	Review by	Board of Directors

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1.00	16.07.2021	Policy framed for the proposed Initial Public Offer
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3.00	Proposed	

Period of the policy	Next review due date
Till next review	01.04.2024

TAMILNAD MERCANTILE BANK LTD., SECRETARIAL SECTION

Preservation of documents cum archival policy

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PRESERVATION OF DOCUMENTS CUM ARCHIVAL POLICY

SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”) require every Listed Company to formulate a policy on Preservation of Documents followed by Archival process, which has to be approved by the Board of Directors.

In this context, the following policy has been approved by the Board of Directors (“**Board**”) of **Tamilnad Mercantile Bank Limited** (“the Bank”) at its meeting held on 03.08.2021 with the objective of classifying various documents, records and registers for the purpose of maintenance and preservation.

1. OBJECTIVE

The objective of this Policy is to classify the documents, records and registers of the Bank which are required:

- a. Documents preserved permanently and
- b. Documents preserved for a period not less than 8 years.
- c. Documents whose preservation shall be for such period as mandated by relevant law, as applicable from time to time or required to be preserved for on-going litigation, incidents, forensic reports, enquiry, evidence, verification, evaluation, complaint, dispute, contract or any such similar requirements.

2. DOCUMENTS WHICH ARE TO BE MAINTAINED PERMANENTLY:

The Bank shall maintain the following indicative list of documents on a permanent basis:

- (i) Memorandum of Association and the Articles of Association
- (ii) Minutes of Annual General Meetings, Board Meetings and various Committee Meetings
- (iii) Statutory Registers under Companies Act, 2013 & other applicable laws
- (iv) Legal documents including but not limited to contracts, legal opinions, pleadings, Orders passed by any court or tribunal, Judgments, Interim Orders, Documents relating to cases pending in any Court or Tribunal or any other Authority empowered to give a decision on any matter, Awards, Documents relating to property matters.
- (v) Intellectual Property Documents shall include, but shall not be limited to Copyrights, Trademarks, Patents, and Industrial Designs. Intellectual Property Rights Documents that are owned by the Bank shall be retained by the Bank permanently

3. DOCUMENTS WHICH ARE TO BE MAINTAINED FOR ATLEAST EIGHT FINANCIAL YEARS:

The Bank shall maintain the following indicative list of documents for at least 8 years :

- (i) Books of account
- (ii) Copies of Annual Returns
- (iii) Instruments creating charge or modification thereon
- (iv) Notice of disclosure of concern or interest in any company or companies or bodies corporate (including shareholding interest), firms or other association of individuals
- (v) Personnel documents
- (vi) Correspondences with Departments/shareholders
- (vii) Relevant marketing and sales documents
- (viii) Press Releases
- (ix) Any other document as may be required to be maintained in terms of applicable law(s), maintained and preserved from time to time

4. PRESERVATION OF DOCUMENTS

The Bank shall preserve all the documents as per the requirements and provisions of the Companies Act, 2013 and the Rules made there under, the Secretarial Standards, the Listing Regulations, Standard Operating Procedure of the Bank in this regard, if any and any other law, rules, regulations as may be applicable to the Bank from time to time.

5. MODE OF MAINTENANCE

The Bank shall maintain these records either in physical or electronic mode. The applicable provisions of law, rules and regulations with regard to electronic maintenance of records shall be adhered to. All the records shall be maintained as per the prescribed formats, if any, as amended from time to time under the various rules and regulations.

6. ARCHIVAL PROCESS

- (i) All the relevant disclosures under **Regulation 30** of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 will be hosted on the website of the Bank under the section pertaining to Investor Relations for a period of five years and thereafter it will be moved to the Archives section.
- (ii) The disclosures will be retained in the Archives section for a minimum period of three years.

7. DISPOSAL AND DESTRUCTION OF RECORDS

After the expiry of the statutory retention period, the preserved documents may be destroyed. Destruction of documents as a normal administrative practice shall be followed for the records which are duplicate/unimportant/irrelevant. This applies to both Physical and Electronic Documents.

The documents may be destroyed as follows:

- a. Recycle non-confidential paper records;
- b. Shred or otherwise render unreadable confidential paper records; or
- c. Delete or destroy electronically stored data.

8. QUERIES AND CLARIFICATIONS `

Any queries or clarifications in relation to this Policy may be addressed to the Company Secretary of the Company

9. REVIEW

This policy will be periodically reviewed and updated based on any changes in the regulatory requirements or changes in internal processes.
