



10, Luthra Industrial Premises, Andheri Kurla Road, Safed Pool, Mumbai- 400 072.
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LAFFANS PETROCHEMICALS LIMITED
CIN NO.L99999GJ1992PLC018626

To ensure safe-keeping of the records and safeguard the Documents from getting manhandled, while at the same time avoiding superfluous inventory of Documents.

Policy on preservation of the Documents (AnnexureA)

This document supersedes any Policy on preservation of the Documents in the Company, and should be read in conjunction with the most recent policies/code and procedures documented and held on file.



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LAFFANS PETROCHEMICALS LIMITED
Policy on Preservation of the Documents

Base Document	:	Regulation 9 of the Securities Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015
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1. Scope

A policy on preservation of Documents (defined below) would ensure safe-keeping of the records and safeguard the Documents from getting manhandled, while at the same time avoiding superfluous inventory of Documents. The Company, therefore, formulates this policy, in pursuance to Regulation 9 of the Securities Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Regulations”), on preservation of the Documents to aid the employees in handling the Documents efficiently. It not only covers the various aspects on preservation of the Documents, but also the safe disposal/destruction of the Documents.

