



10, Luthra Industrial Premises, Andheri Kurla Road, Safed Pool, Mumbai- 400 072.  
Tel.: 2851 1918 / 1919/2929 • Fax : 2851 3186 • Email : lplho@vsnl.com

**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.



10, Luthra Industrial Premises, Andheri Kurla Road, Safed Pool, Mumbai- 400 072.  
Tel.: 2851 1918 / 1919/2929 • Fax : 2851 3186 • Email : lplho@vsnl.com

**LAFFANS PETROCHEMICALS LIMITED**  
**Policy on Preservation of the Documents**

<b>Base Document</b>	<b>:</b>	<b>Regulation 9 of the Securities Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015</b>
----------------------	----------	---

**Contents**

1. <i>Scope</i>	1
2. <i>Definitions –</i>	2
3. <i>Coverage</i>	2
4. <i>Classification</i>	3
5. <i>Modes of preservation</i>	3
6. <i>Custody of the Documents</i>	3
7. <i>Authority for approval of Policy</i>	4
8. <i>Authority to make alterations to the Policy</i>	4
9. <i>Destruction of Documents</i>	4
10. <i>Conversion of the form in which the Documents are preserved</i>	4
11. <i>Authenticity</i>	4
12. <i>Interpretation</i>	4
<i>Annexure – I</i>	5
<i>Annexure- II</i>	6
<i>Annexure- III</i>	6

**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.

