

DOCUMENT RETENTION AND ARCHIVAL POLICY

INTRODUCTION

In terms of Regulation 9 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Board of Directors the Company has adopted this Policy at its meeting.

The policy represents the policy of Thakkers Developers Ltd in respect to retention & archival of corporate & other records in hard copies & electronic media

OBJECTIVES

To determine preservation period for records/documents based on their reference value and legal requirements.

The following aspects are considered while arriving at the preservation period:

- Company's own information retrieval needs (reference value)
- Statutory requirements under respective statutes.
- Litigation requirements.
- To ensure easy retrieval.
- To ensure that unwanted records do not occupy storage space.

| Particulars | Retention Period |
|--|-------------------------|
| <u>Accounting & Taxation</u> | |
| Books of Accounts | 8 years |
| Bank Statements, Reconciliation & Deposit Slip | 8 years |
| Tax Records | Permanent |
| Annual Financial Statements and Audit Reports | Permanent |
| General Ledger | Permanent |
| Interim Financial Statements | Permanent |
| <u>Secretarial</u> | |
| Statutory Registers | Permanent |
| Minute Book | Permanent |
| Annual Return | Permanent |
| Statutory e-filings with MCA | Permanent |
| Corporate Filings with Stock Exchanges | 5 years |