

PODDAR PIGMENTS LIMITED
PRESERVATION OF DOCUMENTS POLICY

PREAMBLE

In terms of Regulation 9 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Listing Regulations), Poddar Pigments Ltd. (the Company) is required to formulate a policy for preservation of documents required to be maintained under the Listing Regulations in at least two categories as specified in the said Regulation.

OBJECTIVE

The purpose of this policy is to establish the framework needed for effective preservation of documents and records of the Company required to be maintained under the Listing Regulations, in terms of Regulation 9 and also to archive any of the material of events or information which are disclosed by the Company to the Stock Exchanges prior to the period of five years in terms of Regulation 30.

POLICY FOR PRESERVATION OF DOCUMENTS

1. Documents and Records of the Company is maintained under the Listing Regulations classified in two categories as below :
 - a. Documents whose preservation are in permanent nature are preserved permanently by the Company subject to the modifications, amendments, addition, deletion or any changes made therein from time to time;
 - b. Other Documents are preserved for a period of not less than eight (8) years after completion of the relevant transactions, subject to the modifications, amendments, addition, deletion or any changes made therein from time to time.
2. The Company maintained live all the information which are disclosed by the Company to the Stock Exchanges on the Company's website (www.poddarpigmentsltd.com) and in archive for a period of 5 years.
3. The listing documents and records in physical form are in the custody of the Company Secretary or Compliance Officer or as authorized by Board of Directors.
4. The Company keeps the listing documents and records as specified above in electronic mode.
5. The Registrar and Share Transfer Agent ensure that the correct procedures are followed for maintenance of the Listing Records required to be maintained by them and provide an annual undertaking to the Company in this regard.

DISCLOSURE/AMENDMENT

This policy as amended from time to time shall be made available at the website of the Company. The right to interpret/amend/modify this Policy vests in the Board of Directors of the Company.