

**GLOBAL OFFSHORE SERVICES LIMITED (GOSL)**

**POLICY FOR PRESERVATION OF DOCUMENTS  
AND ARCHIVAL OF DOCUMENTS.**

**1. INTRODUCTION :**

This policy is primarily framed pursuant to Regulation 9 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (hereinafter referred to as "Listing Regulations") and Companies Act, 2013.

Further, pursuant to Regulation 30(8) of the Listing Regulations, listed entity shall disclose on its website all such events or information, which has been disclosed to the Stock Exchanges under Regulation 30 of the Listing Regulations. This policy is intended to ensure compliance, particularly with the Listing Regulations and the applicable provisions of Companies Act, 2013.

**2. PURPOSE OF THE POLICY :**

Regulation 9 of the Listing Regulations mandates that a listed entity shall have a policy for preservation of documents, approved by its Board of Directors, classifying them in at least two categories, as follows :

- a] Documents whose preservation shall be permanent in nature.
- b] Documents with a preservation period of not less than eight years after completion of the relevant transactions.

Provided that the Company may keep documents specified in clauses (a) and (b) in electronic mode.

Further Regulation 30(8) of the Listing Regulations also refers to an archival policy as per which all events or information which has been disclosed to Stock Exchange(s) under Regulation 30 shall be hosted on the website of the Company for a minimum period of five years and thereafter as per the archival policy of the Company, as disclosed on its website.

Besides the above, as per applicable provisions of Companies Act, 2013 certain documents must be preserved permanently or upto a certain prescribed time.

Accordingly this policy has been framed keeping in view particularly the requirements of Listing Regulations and the provisions of Companies Act, 2013.

### 3. **POLICY :**

#### 3.1 **Preservation of documents :**

##### **[A] Preservation of Documents with specific reference to the Companies Act, 2013 and SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.**

1. Documents whose preservation shall be permanent in nature:

All those documents which are required to be preserved permanently in accordance with the provisions of applicable Act, Rules, Regulations, Guidelines, Circulars, Notifications etc. as may be applicable to the Company from time-to-time shall be preserved permanently. Details of documents whose preservation shall be permanent in nature is listed in **Annexure – A**.

2. Documents with preservation period of not less than eight years after completion of the relevant transactions:

All those documents which are required to be preserved in accordance with the provisions of applicable Act, Rules, Regulations, Guidelines, Circulars, Notifications etc. for a period of not less than eight years after completion of the relevant transactions shall be preserved accordingly. Detail of documents with preservation period of not less than eight years after completion of the relevant transactions is listed in **Annexure - B**.

3. Documents with preservation period other than those mentioned in (2) above :

All those documents which are required to be preserved in accordance with the provisions of applicable Act, Rules, Regulations, Guidelines, Circulars, Notifications etc. for a preservation period of other than those mentioned in 1 & 2 above shall be preserved accordingly.

**[B] Documents to be made available on the website of the Company as required by the Companies Act, 2013 and the Listing Regulations.**

1. The Company is to maintain a functional website containing :
  - the basic information about the Company.
  - all information and / or documents as specified in the applicable provisions of Companies Act, 2013,

- all information and / or documents as specified in Regulation 46(2) of the Listing Regulations,
  - all information and / or documents as mentioned in Regulation 30 of the Listing Regulations on Material Events,
  - all other information and / or documents as required under Listing Regulations.
2. The Company shall ensure that contents of the website are correct.
  3. The Company shall update any change in the content of its website within 2 working days from the date of such change in content.
  4. Information and / or Documents that need to be made available under Regulation 30 of the Listing Regulations shall be made available on the website simultaneously with disclosure to Stock Exchanges.
  5. The information and / or documents uploaded on the website shall be available for current financial year and for the preceding five financial years.
  6. Information and / or Documents shall be arranged under proper heads and sub-heads in such a manner that they can easily be located / searched by the viewers, viz.

- The information and / or documents may be arranged financial year wise with further segregation into four quarters of the financial year.
- All policies, information / documents of a general nature can be clubbed together at one place.

**3.2 Archival of Documents mentioned in Clause (A) & (B) of Clause 3.1 :**

Documents mentioned in sub-clause [A] & [B] of Clause 3.1 above shall be maintained / preserved in the following manner :

**Documents maintained in physical form :**

- 1] All information and / or documents pertaining to current financial year and for the preceding financial year shall be kept handy and maintained in such a manner that their retrieval is easy and quick.
- 2] All documents pertaining to the period prior and up to the beginning of one preceding financial year, shall be kept in good condition at least upto the minimum period specified for their maintenance / preservation as per Annexures attached hereto. The said records will be maintained in such a manner that their retrieval is easy and quick.

**Documents maintained in electronic form :**

- 1] All documents pertaining to current financial year and for one preceding financial year shall be maintained on the server and a backup of the same shall be maintained. The documents shall be maintained in such a manner that their retrieval is easy and quick.

- 2] Back up of all documents pertaining to the period prior to one preceding financial year and up to the beginning of the preceding financial year shall also be maintained on server, in good condition at least upto the minimum period specified for the maintenance / preservation. The said records be also maintained in such a manner that their retrieval is easy and quick.

**Documents made available on the website of the Company:**

After the expiry of time mentioned in Clause 3.1[B] (5) of this policy (i.e. five financial years preceding the current financial year), the information and / or document shall be removed from the Company website. The Backup of said information and / or document which is removed from the website shall be maintained / preserved in the server for a minimum period of 3 years and after expiry of this period of 3 years the backup may be permanently removed from the server.

**3.3 Destruction of documents mentioned in Sub-Clause [A] & [B] of Clause 3.1 of this Policy. :**

Any of the documents mentioned in Sub-Clause [A] & [B] of Clause 3.1 of this policy, which are not required to be maintained and preserved permanently shall be destroyed.

Documents / records should not be kept longer than is necessary and should be disposed off at the right time as unnecessary retention of records consumes space and equipment use. The documents / records referred to in

Annexure B that shall be preserved for at least 8 years (or additional period decided by the Company) may be disposed off after the expiry of the periods of their preservation, after the approval of the Chairman, Whole-Time Director and Company Secretary of the Company.

A list of documents shall be prepared before their destruction and actual destruction would be done before respective Head Of Department or any other person directed by him, who shall need to sign such list. It shall have to be ensured that destruction shall be done in totality and not partially.

Thereafter such list alongwith a statement of destruction may be placed before the Board for noting.

**4] Amendments and Updates :**

The Board of Directors can amend this Policy, as and when deemed fit. Any or all provisions of this Policy would be subject to revision / amendment in accordance with the Rules, Regulations, Notifications etc. on the subject as may be issued by relevant statutory authorities, from time to time. In case of any amendment(s), clarification(s), circular(s) etc. issued by the relevant authorities are not consistent with the provisions laid down under this Policy, then such amendment(s), clarification(s), circular(s) etc. shall prevail upon the provisions hereunder and this Policy shall stand amended accordingly from the effective date as laid down under such amendment(s), clarification(s), circular(s) etc.

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## ANNEXURE - A

### Documents / Record whose preservation shall be permanent in nature.

Sr. No.	Documents Records
1.	Certificate of Incorporation.
2.	Memorandum and Articles of Association.
3.	Agreements made by the Company with Stock Exchanges, Depositories etc.
4.	Minute Books of General Meetings, Board and Committee Meetings as per Companies Act, 2013.
5.	Register and Index of Members, debenture-holders, if any or other security holders, if any, as per Companies Act, 2013.
6.	Register of Contracts as per Companies Act, 2013.
7.	Register of Charges as per Companies Act, 2013.
8.	Register of Investments as per Companies Act, 2013.
9.	Files relating to premises viz. Title Deeds / Lease Deeds of owner premises / Land and Building etc. and related Ledger / Register.
10.	Authorization / licenses obtained from any statutory authority.
11.	Policies of the Company framed under various regulations.
12.	Such other records as may be required under any Law from time to time.

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## ANNEXURE - B

### Documents / Record to be preserved for a minimum period of eight years.

Sr. No.	Documents Records
1.	Instrument creating charge or modification (from the date of satisfaction of charge) as per Companies Act, 2013
2.	Annual Returns as per Companies Act, 2013.
3.	Register of Deposits as per Companies Act, 2013.
4.	Register of Allotment (from the date of each allotment) as per Companies Act, 2013.
5.	Annual financial statements including : <ul style="list-style-type: none"><li>- Annual Accounts.</li><li>- Directors Report.</li><li>- Auditors Report.</li></ul>
6.	Books of accounts including Vouchers / Voucher register as defined under the Companies Act, 2013.
7.	Income Tax Returns filed under Income Tax Act, 1961.
8.	All notices in form MBP-1 received from Directors and KMPs alongwith any amendment thereto.
9.	Return of Declaration in respect of beneficial interest in any share as per Companies Act, 2013.
10.	Copy of newspaper advertisement or publications.
11.	Companies Reports received from any statutory authority.
12.	The postal ballot and all other papers or registers relating to postal ballot including voting by electronic means.
13.	Disclosure / Return filled under SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015.

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