



TD POWER SYSTEMS LIMITED

Corporate Identity Number (CIN): L31103KA1999PLC025071
Regd. Office: # 27, 28& 29, KIADB Industrial Area, Dabaspeta,
Nelamangala Taluk, Bengaluru Rural District, Bengaluru- 562 111
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Document Retention & Archival Policy (“Policy”)

(Regulation 9 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015) (Hereinafter called as “LODR”)

Adopted by the Board of Directors on February 03, 2016

This policy deals with the retention and archival of documents of the TD Power Systems Limited and all its subsidiaries (hereafter, the “Company”/TDPS “Company”).

Documents include records, filings, statutory records/ registers, books of accounts, certificates, agreements, contracts (both in paper or electronic form) of the Company.

Retention of the documents may be in paper or electronic forms or in both forms depending on statutory and business requirements.

Generally, all documents (whether electronic or paper) of the Company other than specifically dealt with below are to be retained for no less than three (3) years, and may be destroyed thereafter with the approval of the respective Heads of Departments/functions.

Disclosures to Stock Exchange:

Disclosures to the Stock exchanges in terms of Regulation 30(6) of **the LODR shall be** shall be maintained for not less than five (5) years on the website of the company and thereafter in the archives of the company for a period of 2 years.

Statutory and other Records:

1. Minutes and Board related documents: Minutes of meetings of the Board of Directors, Committees and Shareholders shall be maintained in perpetuity. A copy of all documents including meeting agenda and presentations provided to the Board of Directors or Committees of the Board shall be maintained for a period of one (1) year. All declarations, forms, consents and undertakings received from the Directors shall be retained for a period of eight (8) years.

2. Statutory Registers and other documents pursuant to various Statutes and Regulations applicable to the company from time to time shall be retained as per requirements of the said Statutes and Regulations.
3. Books of Accounts and Tax Records: Books of Accounts and Tax documents shall be retained for at least eight (8) years following the completion of the relevant transactions or assessment year for which the documents were last used or as per the requirement of the relevant statute.
4. Employee/Personnel documents relating to recruitment, employment and personal information. These documents shall be retained for a period of one (1) year following the expiry/cessation/termination of employment. Such documents which are statutory in nature shall be maintained as required under the relevant statute.
5. Intellectual Property documents: Documents relating to the development and protection of intellectual property rights should be maintained for the life of such intellectual property right.
6. Contractual documents shall be retained for at least one (1) year following the expiry or termination of the contracts.
7. Legal pleadings and judicial/quasi-judicial orders shall be preserved permanently.

Compliance

All employees are expected to fully comply with this policy and failure to do so may result in disciplinary action against the employee, including suspension or termination.

Policy Review

Queries if any, regarding this policy shall be addressed to the Company Secretary and compliance officer.

Policy review

This policy shall be subject to review and changes as may be deemed necessary by the Board of Directors and to comply with any regulatory requirements.

Bangalore
February 03, 2016

TD Power Systems Limited
