

**MANAPPURAM HOME FINANCE LIMITED**

**POLICY ON PRESERVATION OF DOCUMENTS AND ARCHIVAL OF DOCUMENTS**  
**IN THE COMPANY WEBSITE**

**Approval Details:**

<b>Approval Date</b>	<b>11<sup>TH</sup> Nov 2021</b>
<b>Effective Date</b>	<b>11<sup>TH</sup> Nov 2021</b>
<b>Approved by</b>	<b>Board of Directors</b>
<b>Review</b>	<b><i>Annual</i></b>
<b>Last review</b>	<b><i>08<sup>th</sup> Nov 2023</i></b>
<b>Policy Owner</b>	<b>Secretarial Department</b>

## **POLICY ON PRESERVATION AND ARCHIVAL OF DOCUMENTS** **IN THE COMPANY WEBSITE**

### **1. Purpose and Scope:**

The purpose of this documents to present a policy statement for Manappuram Home Finance Limited (“**MAHOFIN**”) regarding preservation of its documents in accordance with the provisions of the Companies Act, 2013, SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“**LODR**”) and any other applicable regulatory provisions.

The policy is intended to define MAHOFIN ’s preservation of documents, responsibilities of departments in respect of such preservation and to provide guidance to the executives and staffs working in MAHOFIN in making decisions and undertaking other activities that may have an impact on the operations of the Company. It also frames the guidelines for fundamental accountability of MAHOFIN to retain and preserve its documents as the basis for communication with a range of external stakeholders.

The policy is framed for the purpose of systematic identification, categorization, maintenance, review, retention and destruction of documents received or created in the course of business. Appendix to the policy provides the types of records to be preserved, departments who are responsible for the same, on how long certain documents should be retained, and when those documents should be disposed of, if no longer needed and the appendix to this policy is inclusive but not exhaustive. All documents/records shall be preserved and maintained also in electronic mode.

### **2. Statutory Mandate:**

The policy on preservation of documents and archival is mandated by the provisions of regulation 9 of Chapter III & 51 of Chapter IV of LODR, 2015. Under this regulation, the Company has a strategic objective of ensuring that significant documents are safeguarded and preserved to ensure its longevity of priority documents including its electronic resources.

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### 3. **Classification of Documents to be preserved / retained:**

Based on the recommendation of the management of the Company, the Board of Directors have classified the following documents to be retained and preserved for posterity.

- ☒ *Documents that need to be preserved / retained permanently – Doc 1*
- ☒ *Documents that may be preserved / retained for a period of 8 years – Doc 2*
- ☒ *Documents to be preserved electronically and archived when necessary – Doc 3*
- ☒ *Documents that may be required by judicial proceedings and which may be destroyed after closure of the legal case – Doc 4.*
- ☒ *Emails of all employees in the grade AGM and above for a period of 3 years – Doc 5.*
- ☒ *Documents like budget papers etc., which may be retained for less than 8 years – Doc 6.*

### 4. **Disclosures on website and Archival policy:**

Company shall ensure that all events or information that has been disclosed to the stock exchange(s) under regulation 51 of Listing Regulations shall be hosted on the company's website for a period of 5 years and thereafter archived for three years.

### 5. **Responsibility of Employees for Preservation of Documents:**

All the Employees in the permanent rolls of the Company are responsible for taking into account the potential impact on preservation of the documents in their work area and their decision to retain/preserve or destroy documents pertaining to their area of work. Such policy bestowing responsibility on the Company's employees would immensely help company's response to any notice or query or inspection or audit from any regulator or statutory authority or as a litigation preparedness tool helping the Company's and Outside legal counsel to track down documents to handle the notices, query, clarification, audit, inspection from any quarter or to fight and represent in legal cases.

### 6. **Periodical Review of the Policy by Top Management:**

The Policy should be complied with by all levels of employees. The policy should be reviewed periodically by the Top Management and proposed amendments in the policy shall be placed before the Board. The Top management shall also review the policy on document retention to comply with any local, state, central legislations that may be promulgated from time to time.

Top Management under this policy means Key Managerial Personnel, Executive Vice Presidents, General Managers, Senior General Managers, and Senior Vice Presidents.

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**7. Administration:**

The Record Retention Schedule approved by the Board of Directors for initial maintenance, retention and disposal schedule for physical records is as given in the annexure.

**8. Suspension of Record Disposal in the event of Litigation or Claims:**

If the Company is served with any notice for request of documents or any employee becomes aware of a governmental investigation or audit concerning MAHOFIN or commencement of any litigation against the Company, such employee shall inform the Top Management of suspension of further disposal or destruction of documents until such time as the Top Management with the due advice from the legal counsel determine otherwise. The Top

Management in such an eventuality shall inform all the connected employees by mail under “Userlist” of the need to retain the documents and suspension of disposal or destruction of the same.

**APPENDIX**

**1. Accounting and Finance records including Annual Financial statement**

Record Type	Retention Period #	Document Type
Accounts Payable ledgers and schedules	10 Years	Doc -1
Accounts Receivable ledgers and schedules	10 Years	Doc – 1
Annual Audit Reports and Financial Statements	10 Years	Doc – 1
Annual Audit Records, including work papers and other documents that related to the audit	10 years after completion of audit	Doc – 1
Annual Plans and Budgets	3 years after the budget year is closed	Doc – 6
Bank Statement and Cancelled Cheques	10 years	Doc – 1
Employee Expense Reports	10 years	Doc – 1
General Ledger	10 Years	Doc – 1
Interim Financial Statements	10 years	Doc – 1
Notes Receivable ledgers and schedules	10 years	Doc – 1
Investment Records	Permanent	Doc – 1
Security deposit receipt copies: - (a) for settled amounts  (b) for Others	10 years after termination of the contract Permanent	Doc – 6

# Provided any documents under litigation shall be kept till the conclusion of the legal case if any.

**2. Insurance Records**

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Record Type	Retention Period	Document Type
Annual Loss Summaries	10 Years	Doc -1
Audits and Adjustments	10 Years	Doc – 1
Claim Files (Including correspondence, medical records, injury documentation, etc.	10 Years	Doc – 1
Group Insurance Plans – Active Employees	10 years	Doc – 1
Group Insurance Plans – Retirees	10 years	Doc – 1
Insurance Policies for the Company	10 years	Doc – 1
Journal Entry Support Data	10 years	Doc – 1
Releases and Settlements	10 years	Doc – 1

**Responsibility: OPERATION DEPARTMENT**

**3. Tax records**

Record Type	Retention Period #	Document Type
Tax-Exemption Documents and related correspondence: - (a) of our Company (b) of others submitted to the Company	Permanent(a) 10 Years (b)	Doc -1
Payroll Tax records	10 years	Doc – 1
Tax Bills, Receipts, Statements		Doc – 1
Tax Returns – Income, Franchise, Property	10 years	Doc – 1
Tax work paper packages – Originals	10 years	Doc – 1
Annual Information Returns – State and Central	10 years	Doc – 1
Service Tax / GST Records	10 years	Doc – 1
All Orders from the Tax Department: - (a) If not disputed further (b) If disputed	10 Years from the date of order (a) Further 10 years from the date of the final judgement / decision.(b)	Doc – 1

# Provided any documents under litigation shall be kept till the conclusion of the legal proceeding if any.

Responsibility for 1 to 3: FINANCE AND ACCOUNTS DEPARTMENT

**4. Contracts entered into by the Company including Marketing Records**

Record Type	Retention Period	Document Type <sup>L</sup>
Contracts and Related Correspondence (including any proposal that resulted in the contract and all other supportive Documents	10 years after expiry of the contract	Doc – 1

**Responsibility: LEGAL AND MARKETING DEPARTMENT**

**5. Corporate Records including Certificate of Incorporation, Listing Agreement and other approvals from other statutory authorities.**

Record Type	Retention Period	Document Type
Corporate Records (certificate of incorporation, name change certificate, Certificate of registration from NHB and other business related registrations, permissions, licenses, listing agreement, common seal, MOA, AOA, annual reports originals, etc.	Permanent	Doc – 1
Attendance Registers of Board, Nomination, Stakeholders Relationship, Audit, Risk Management and CSR committees, and other statutory approvals	Permanent	Doc – 1
ROC Filings and Stock Exchange filings in physical and Electronic form	8 years from the date of filing	Doc – 6
Board Files	5 years	Doc- 6
Minutes of the Board Meetings, its committees, share holders, creditors	Permanent	Doc-1
Statutory Registers and records	Permanent	Doc-1
Quarterly Compliance Certificates (QCC) obtained from various departments ensuring compliance	5 years	Doc- 6
NHB Correspondence File	5 years	Doc- 6
NHB Complaint File (All complaints received through NHB)	5 years	Doc- 6
FIU Correspondence File	5 years	Doc- 6
Board Approved Policies	Permanent	Doc -1
Structural Database maintained electronically containing details of Insiders, information shared by insiders and information shared with insiders	8 years	Doc-2
Other Internal documents	5 Years	Doc – 6

Records on CSR Projects (including amount budgeted, spent and balance if any) projects undertaken and progress thereon if any	8 years	Doc – 1
Annual Reports	10	Doc-1 <b>L</b>

**Responsibility: SECRETARIAL & COMPLIANCE DEPARTMENT**

**6. Legal Files and Records**

Record Type	Retention Period	Document Type
Legal Memoranda and Opinions	8 years after the closure of the matter	Doc – 4
Litigation files	7 year after expiration of disposal of the case	Doc – 4
Court Orders	Permanent	Doc – 1

**Responsibility: LEGAL DEPARTMENT**

**7. Property Records**

Record Type	Retention Period	Document Type
Correspondence, Property Deeds, Assessments, Licenses, Rights of Way	Permanent	Doc – 1
Original Purchase / Sale Deeds	Permanent	Doc – 1
Original Lease Agreements	3 years after expiration of the lease	Doc – 6

**Responsibility: OPERATION DEPARTMENT**

**8. Payroll Records**

Record Type	Retention Period	Document Type	Remarks
Employee Deduction Authorization	3 years after termination of service of employment	Doc – 6	Excel sheet only
Payroll Deductions	3 years after termination of service of employment	Doc – 6	Excel sheet only
Labour Distribution Cost Records including details regarding gratuity and retiral disbursements	3 years after termination of service of employment	Doc – 6	Original keeping
Payroll Registers (Gross and Net)	3 years after termination of service of employment	Doc – 6	Excel Sheet only
Timecards / Sheets	2 years	Doc – 6	System only
Unclaimed Wage Records	3 years	Doc – 6	Excel sheet only

Leave Records	2 years after the relevant period	Doc – 6	System only
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### Pension and retirement related Records

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Record Type	Retention Period	Document Type	
Retirement and Pension Records	Permanent	Doc – 1	Available

### Personnel and HR Records

Record Type	Retention Period	Document Type	Remarks
Personnel Files of individual employees	Permanent	Doc – 1	Permanent keeping
Commission / Bonuses / Incentives / Awards	8 years	Doc – 2	Excel sheet only
Employee Earnings Records	3 years after termination of service of employment	Doc – 6	Excel sheet only
Employee Handbook & Induction Manual	Permanent	Doc – 1	PPT only and soon available in MADU
Employee Medical Records	3 years after termination of service of employment	Doc – 6	NA
Attendance records, application forms, job or promotion records, performance evaluations, termination papers, test results, training and qualification records, enquiry related papers	3 years after termination of service of employment	Doc – 6	Excel sheet only
Employment Contracts – Individual	3 years after termination of service of employment	Doc – 6	Excel sheet only
Correspondence with Employment Agencies and Advertisements for job Openings	3 years	Doc – 6	NA
Job Description	3 years after superseding the earlier document	Doc – 6	NA

### Programs & Service Records

Record Type	Retention Period	Document Type	Remarks
Attendance Records	3 years	Doc – 6	Excel sheet only
Program statistics, etc.	3 years	Doc – 6	NA
Research & Publications	Permanent	Doc – 1	NA

### Sponsorship Projects Records

Record Type	Retention Period	Document Type
Sponsorship agreements	Permanent	Doc – 1



**Responsibility: HUMAN RESOURCES DEPARTMENT**

**9. Property Auction: -**

Record Type	Retention Period	Document Type
Auction Register, bid letters, sale notice, corrigendum, successful bidder letters etc.	10 years after the closure of the matter	Doc – 1

**Responsibility: PROPERTY SALE DEPARTMENT**

**10. Loan documents: -**

Record Type	Retention Period	Document Type
Loan Application Form, loan agreement, DPN, DPN C, KYC, disbursement request form, Income documents, Valuation report, legal report and other loan documents, visit report, NOC, LOD with acknowledgement etc.	10 years after the closure of the matter	Doc – 2

**Responsibility: Operations Department**

**11. SARFAESI, Arbitration & Sec 138 related documents: -**

Record Type	Retention Period	Document Type
Copy of notices, newspaper publications, Court orders, Pachamama's etc	7 years after the closure of the matter	Doc – 1

**Responsibility: Legal Department**

**12. Correspondence and Internal Memoranda**

General Principle: Most correspondence and internal memoranda should be retained for the same period as the document they pertain to or support. For instance, a letter pertaining to a particular contract would be retained as long as the contract

1. Those pertaining to routine matters and having no significant, lasting consequences should be discarded within two years.
2. Those pertaining to non-routine matters or having significant lasting consequences should generally be retained permanently.
3. Electronic Documents including PDF files.
  - PDF documents – Can be a maximum period of 8 years. But the said document may be destroyed depending upon the completion of the job or its use coming to an end.
  - Text/Formatted files: All word/excel/Power point files may be deleted once every year depending on the Importance or lack of it.

**Responsibility: RESPECTIVE DEPARTMENT**

**13. Electronic Documents including email retention and back up**

- 1. Electronic Mail: Not all email needs to be retained, depending on the subject matters
    - All e-mail – from internal and external sources to be deleted after 24 months.
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- Staff will strive to keep all but an insignificant minority of their email related to business issues.
  - Central I.T team would archive email for six months after the staff has deleted it after which time the email will be permanently deleted.
  - Staff will not store or transfer the Company related emails on non-work related computers except as necessary or appropriate with due approvals from the Central IT team and the respective Managers.
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- Staff will take care not to send confidential / proprietary information to outside sources.
  - Any e-mail that the staff deemed vital to the performance of their job should be copied to the staff’s specific folder and/or printed and stored in the employees’ workplace.

**14. Web page files**

- May be retained for a period of 5 years as specified in SEBI’s LODRR regulations, 2015.
- May be archived by the I.T. department with the support of the service provider for a period of 3 years after the initial period of five years of live page.

**15. Other electronic and digital records including logs from application and infrastructure devices.**

- May be retained for a period of 90 days as specified in SEBI regulations
- May be archived by the I.T. department with the support of the service provider for a period of 2 years after the initial period of 90 days in live devices.

**Document Type: Doc – 3**

**Responsibility: INFORMATION TECHNOLOGY DEPARTMENT**

