

**ALFRED HERBERT (INDIA) LIMITED
POLICY ON DESTRUCTION OF RECORDS**

The following guidelines are framed to enable the various offices of the Company ensure that records are properly preserved and old records no longer required are weeded out on a periodical basis.

1. It is essential to keep records in proper condition
2. All other correspondences/internal correspondences/memorandum records which do not form part of any statutory records which in the opinion of the Departmental Head would not be in any way connected with any legal or tax matters, can be destroyed periodically only on prior approval of the Chief Executive Officer / Chief Financial Officer.
3. Records up to ten years are required to be kept keeping in view the requirements of the various statutes and authorities like -
 - Sales Tax / VAT
 - Service Tax
 - Excise
 - Customs
 - DGFT
 - Income Tax
 - Companies Act, 2013
4. The list of records concerned with item (3) above which are to be destroyed is to be sent to the Chief Executive Officer / Chief Financial Officer who will examine the requirement of records with reference to any pending proceedings before any Tax authority etc. and approve accordingly.
5. Records are to be destroyed either by burning the same or by shredding.
6. List of records being destroyed as per approval in point 4 will be authenticated and maintained by respective location under copy to Chief Financial Officer.
7. No document which conveys title to any property is to be destroyed. Similarly all papers in connection with matters which are subject matter of a dispute or where cases are filed by or against the Company should not be destroyed even though they may be more than 10 years old.
8. Records which are part of permanent records as per law are not be destroyed.