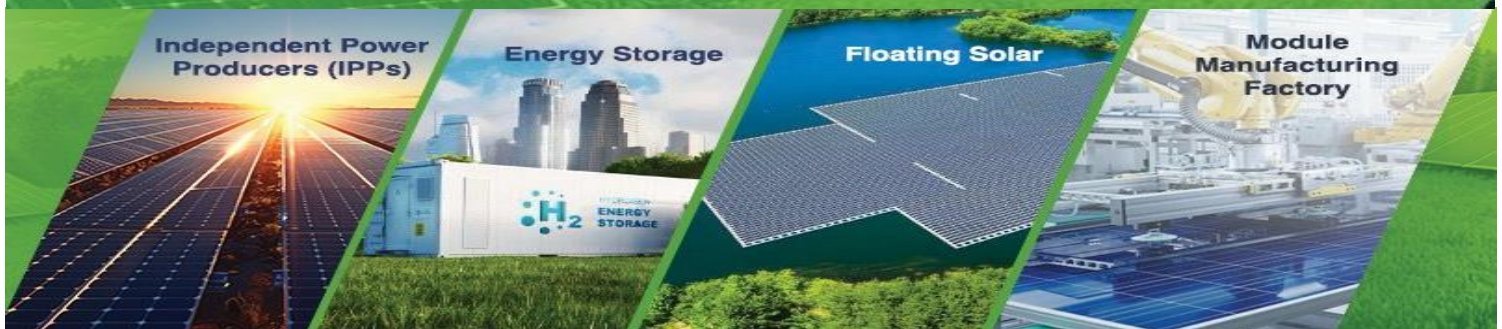


FOR A SUSTAINABLE FUTURE



Policy for Preservation of Documents

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1. Legal Framework

This policy is created to comply with Regulation 9 of the Securities and Exchange Board of India (SEBI) (Listing Obligations and Disclosure Requirements) Regulations, 2015. It outlines the preservation requirements for documents at Solarworld Energy Solutions Pvt. Ltd. (“the Company”).

2. Definitions

- **Board of Directors:** The governing body of Solarworld Energy Solutions Pvt. Ltd..
- **Company:** Refers to Solarworld Energy Solutions Pvt. Ltd..
- **Documents:** Includes all types of records such as papers, files, books, electronic media, etc., that must be maintained under current laws.
- **Listing Regulations:** Refers to the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

3. Objective

The purpose of this policy is to set standards for the management and preservation of documents, categorized into two main groups:

A. Permanent Documents

Documents listed in **Annexure 1** must be preserved indefinitely, including any updates or amendments.

B. Time-bound Documents

Documents listed in **Annexure 2** must be kept for at least eight years after the completion of the relevant transaction, including any updates.

4. Roles & Responsibilities

Department Heads are responsible for the maintenance and preservation of documents within their areas of operation.

5. General Compliance

The Company will comply with any additional legal requirements that may arise over time.

6. Destruction of Documents

Once the retention period is over, documents may be destroyed following approved procedures. This applies to both physical and electronic documents, including duplicates or unnecessary records.

7. Communication and Dissemination

All new employees will receive this policy as part of their onboarding. Existing employees and directors can access it on the company intranet and website.

8. Amendments

The Board may amend this policy as necessary, ensuring that changes comply with applicable laws.

9. Permanent Documents to Preserve

A. Under the Companies Act, 2013:

1. Memorandum and Articles of Association
2. Register of Contracts
3. Register of Directors and KMPs
4. Register of Loans and Investments
5. Register and Index of Members
6. Minutes of Board and General Meetings
7. Resolutions passed by Circulation
8. Various Forms and Returns filed
9. Audited Financial Statements

B. Under SEBI Regulations:

1. Listing Agreement
2. Trading approvals for securities
3. Offer documents for Public Issues and Private Placements

C. Under the Depositories Act:

1. Corporate actions regarding securities allotment
2. Allotment confirmations for ISINs

D. Others:

1. Register of Records and Documents destroyed

10. Time-bound Documents to Preserve

A. Under the Companies Act (1956/2013):

1. Register of Buy-back of Securities
2. Notices and Notes for Board and General Meetings
3. Register of Charges
4. Register of Debentures and Debenture Trust Deeds
5. Books of Accounts
6. Annual Returns and Annexures
7. Register of Transfer and Transmission of Shares
8. Scrutinizer's Reports
9. Documents related to Managerial Personnel appointments
10. Dividend reconciliation statements

B. Under SEBI Regulations:

1. Reports filed with stock exchanges
2. Disclosure of various events and Press Releases
3. Intimations of Board Meetings

C. Disclosures Under SEBI Regulations:

1. SEBI (Substantial Acquisition of Shares and Takeover) Regulations
2. SEBI (Prohibition of Insider Trading) Regulations
3. SEBI (Share Based Employee Benefit) Regulations and Guidelines

