



GKB Ophthalmics Ltd.

16-A, Tivim Industrial Estate, Mapusa, Goa 403 526 (INDIA)
CIN.: L26109GA1981PLC000469

Tel. : (91 832) 2257253 / 6714444
Fax : (91 832) 2257044
E-mail : gkbophthalmics@gkb.net
Website : www.gkb.net

Policy for Presentation of Documents and Archival Policy

Background:

This policy is being formulated pursuant to Regulations 9 and 30(8) of SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015 (hereinafter referred to as Listing Regulations) for preservation of documents.

Policy:

The Company's documents shall be classified for the purpose of preservation as follows:-

- (A) Documents whose preservation shall be permanent in nature.
- (B) Documents with preservation period of not less than eight years after completion of the relevant transactions.

The documents may be preserved either in physical form or in electronic mode.

Annexure-A:

Documents whose preservation shall be permanent in nature:

Sr. No.	Nature of Documents
1	Certificate of incorporation of the Company.
2	Memorandum of Association and Articles of Association
3	Index of Members
4	Register of Members
5	Minutes of Board Meeting
6	Minutes of Annual General Meeting and Extraordinary General Meeting
7	Minutes of various Committee Meetings
8	Scrutinizer's Report
9	Statutory Registers
10	Various licenses and permissions





GKB Ophthalmics Ltd.

16-A, Tivim Industrial Estate, Mapusa, Goa 403 526 (INDIA)
CIN.: L26109GA1981PLC000469

Tel. : (91 832) 2257253 / 6714444

Fax : (91 832) 2257044

E-mail : gkbophthalmics@gkb.net

Website : www.gkb.net

Annexure-B:

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

Sr. No.	Nature of Documents
1	Annual Returns
2	Books of Accounts, vouchers, financial statements and Bank Statement
3	Human Resources Department records
4	Tax related records and documents
5	Any other documents as may be required to maintained in terms of applicable laws, maintained and preserved from time to time.
6	Agenda and Notes for the meeting of Directors
7	Attendance Registers

Destruction of documents:

The Documents of the Company which are no longer required after preservation for 8 years as detailed in **Annexure 'B'** may be destroyed after obtaining the permission of Managing Director and making necessary entries in the Register maintained for this purpose.

Archival Policy:

The Company shall disclose on its website all such events or information which has been disclosed to Stock Exchanges under Regulation 30(8) and such disclosures shall be hosted on the website of the Company www.gkb.net for a minimum period of 5 years and thereafter for a further period of 3 years.

This policy was approved by the Board of Directors on February 12, 2022 and shall be amended whenever necessary.

