



# 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 PRESERVATION OF DOCUMENTS AND ARCHIVAL POLICY**

### **Background :**

This policy is being formulated pursuant to Regulations 9 and 30(8) of SEBI (Listing Obligations and Disclosures 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

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## Annexure - B :

Documents whose preservation period 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 Statements
3	Human Resources Department records
4	Statutory Registers
5	Tax related records and documents
6	Any other documents as may be required to maintained in terms of applicable laws, maintained and preserved from time to time.
7	Agenda and Notes for the meeting of Directors
8	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 08, 2016 and shall be amended whenever necessary.

Place : Mapusa -Goa  
Date : March 31, 2016

By Order of the Board of Directors  
For GKB Ophthalmics Limited

Noel da Silva  
CFO & Company Secretary

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