



Power Grid Corporation of India Limited
(A Government of India Enterprise)

CIN: L40101DL1989GOI038121

Regd. Office : B-9, Qutab Institutional Area, Katwaria Sarai, New Delhi-110016.

Phone No.: 011-26560112, Fax: 011-26601081

Corp. Off.: "Saudamini", Plot No. 2, Sector-29, Gurgaon-122001 (Haryana)

Phone No.: 0124-2571700-719, Fax: 0124-2571762

Website: www.powergridindia.com, Email ID: powergrid@powergrid.co.in

POLICY FOR PRESERVATION OF DOCUMENTS

Power Grid Corporation of India Limited (POWERGRID), the Central Transmission Utility (CTU) of the country under Ministry of Power is one amongst the largest Power Transmission utilities in the world. POWERGRID is playing a vital role in the growth of Indian power sector by developing a robust Integrated National Grid and associating in the flagship programme of Govt. of India to provide Power for all.

1. INTRODUCTION:

This Policy deals with preservation of documents of Power Grid Corporation of India Limited in terms of Regulation 9 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 which states that the Company shall formulate a Policy for preservation of documents.

2. DEFINITION:

- 2.1. **"Document"** includes summons, notices, requisitions, orders, declarations, forms and registers, whether issued, sent or kept in pursuance of this Act or under any other law for the time being in force or otherwise, maintained on paper or in electronic form as defined in Section 2 (36) of the Companies Act, 2013.
- 2.2. **"Board of Directors" or "Board"** means the Board of Directors of Power Grid Corporation of India Limited, as constituted from time to time and as defined in Section 2(10) of the Companies Act, 2013.
- 2.3. **"Company"** means Power Grid Corporation of India Limited or POWERGRID.
- 2.4. **"Policy"** means Policy Preservation of Documents.

2.5 “Year” means calendar year occurring after the completion of the relevant transactions.

3. POLICY:

A. DOCUMENTS WHICH SHALL BE PRESERVED PERMANENTLY

1. Agenda Papers pertaining to Annual General Meeting; Extraordinary General Meeting; Board Meeting and Committees thereof.
2. Minutes Book of Annual General Meeting; Extraordinary General Meeting; Board Meeting and Committees thereof.
3. Statutory Register maintained under the Companies Act, 2013
4. Notices, Orders and Communications received from various Government and Other Authorities.
5. Forms filed with the Registrar of Companies (RoC) as prescribed under the Companies Act, 2013.

B. DOCUMENTS WHICH SHALL BE PRESERVED FOR A PERIOD OF NOT LESS THAN EIGHT YEARS AFTER COMPLETION OF RELEVANT TRANSACTION

1. Financial Statements of the Company and books of accounts of the Company.
2. All bills, invoices, and vouchers relevant to any entry in such books of accounts.
3. All ballot papers received during the course of poll conducted in General Meetings.
