

Fairchem Organics Limited

**POLICY FOR PRESERVATION AND
ARCHIVAL OF DOCUMENTS**

LEGAL FRAMEWORK

The Board of Directors of Fairchem Organics Limited (the 'Company') adopted a 'Policy for Preservation and Archival of Documents' under Regulation 9 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Regulations). The Policy will be effective from the day company's equity shares are listed on the Stock Exchanges.

OBJECTIVE

The Policy is to maintain complete, accurate and high-quality records as required under Regulation 9 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015. Records are to be retained for the period of their immediate use, unless longer retention is required for historical reference, contractual, legal or regulatory requirements or for other purposes as may be set forth below. Records that are no longer required, or have satisfied their required periods of retention, shall be destroyed as per the procedure prescribed under the law.

DEFINITIONS

"Act" shall mean the Companies Act, 2013 and the Rules framed thereunder, including any amendments, modifications, clarifications, circulars, notifications issued thereunder or re-enactment thereof.

"Board of Directors" or **"Board"** means the Board of Directors of Fairchem Organics Limited, as constituted from time to time.

"Company" means Fairchem Organics Limited.

"Key Managerial Personnel" means key managerial personnel as defined in sub-section (51) of section 2 of the Companies Act, 2013.

"Listing agreement" shall mean an agreement that is to be entered into between 2 recognised stock exchanges and the Company pursuant to Securities and Exchange Board (Listing Obligations and Disclosure Requirements), 2015.

“Regulations” mean Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 including any amendments, modifications, clarifications, circulars or re-enactment thereof.

Any other term not defined herein shall have the same meaning as defined in the Companies Act, 2013, the Listing Agreement, Regulations or any other applicable law or regulation to the extent applicable to the Company.

SCOPE

This Policy applies to all physical records and electronic documents as per Annexure A in the course of operation, including both original documents and reproductions. The Key Managerial Personnel shall ensure the implementation of processes and procedures that the Record Retention Schedule is followed and Company Secretary shall furnish a certificate to that effect annually to the Board of Directors.

The Company shall keep the documents/papers for the maximum period applicable for retention of documents under respective statutes/ rules as may be applicable to such documents vis-a-vis Listing Regulations whichever is longer.

POLICY REVIEW

The Policy shall be subject to review by the Board. Chairman is authorized to amend it suitably as deemed necessary from time to time in accordance with the regulatory requirements / amendments or otherwise. Such changes in Policy made by the Chairman shall be reported to the Board for noting at the Board Meeting held following such changes made by the Chairman

Annexure A

Records / Documents in connection to;

1. Acquisition(s) (including agreement to acquire), Scheme of Arrangement (amalgamation/ merger/ demerger/restructuring), or sale or disposal of any unit(s), division(s) or subsidiary of the Company or any other restructuring;

Explanation. - 'Acquisition' shall mean:

- (i) acquiring control, whether directly or indirectly; or,
 - (ii) acquiring or agreeing to acquire shares or voting rights in, a company, whether directly or indirectly, such that:
 - (a) the Company holds shares or voting rights aggregating to five per cent or more of the shares or voting rights in the said company, or;
 - (b) there has been a change in holding from the last disclosure and such change exceeds two per cent of the total shareholding or voting rights in the said company.
2. Issuance of securities, split or consolidation of shares, buyback of securities, any restriction on transferability of securities or alteration in terms or structure of existing securities including forfeiture, reissue of forfeited securities, alteration of calls, redemption of securities etc.;
 3. Revision in credit rating(s);
 4. Outcome of Meetings of the Board of Directors as disclosed to the Stock Exchanges under SEBI (LODR) Regulations, 2015 within permissible time limit
 5. Agreements (viz. shareholder agreement(s), joint venture agreement(s), family settlement agreement(s) (to the extent that it impacts management and control of the Company), agreement(s)/treaty(ies)/contract(s) with media companies) which are binding and not in normal course of business, revision(s) or amendment(s) and termination(s) thereof;
 6. Fraud/defaults by Promoter or Key Managerial Personnel or by Company or arrest of Key Managerial Personnel or Promoter;
 7. Change in Directors, Key Managerial Personnel (Managing Director, Chief Executive Officer, Chief Financial Officer, Company Secretary etc.), Auditor and Compliance Officer;
 8. Appointment or discontinuation of share transfer agent;
 9. Corporate debt restructuring;

10. One-time settlement with a bank;
11. Reference to BIFR/ CLB/NCLT and winding-up petition filed by any party /creditors;
12. Issuance of Notices, call letters, resolutions and circulars sent to shareholders, debenture holders or creditors or any class of them or advertised in the media by the Company;
13. Proceedings of Annual, Extraordinary general meetings, Postal Ballot and Court Convened meeting of the Company;
14. Amendments to memorandum and articles of association of Company, in brief;
15. Awarding, bagging/ receiving, amendment or termination of awarded/ bagged orders/contracts not in the normal course of business;
16. Agreements (viz. loan agreement(s) (as a borrower) or any other agreement(s) which are binding and not in normal course of business) and revision(s) or amendment(s) or termination(s) thereof;
17. Disruption of operations of any one or more units or division of the Company due to natural calamity (earthquake, flood, fire etc.), force majeure or events such as strikes, lockouts etc.
18. Litigation(s) / dispute(s) / regulatory action(s) with impact;
19. Fraud/defaults etc. by directors (other than key managerial personnel) or employees of Company;
20. Granting, withdrawal, surrender, cancellation or suspension of key licenses or regulatory approvals;
21. Any other information/event viz. major development that is likely to affect business, e.g. emergence of new technologies, expiry of patents, any change of accounting policy that may have a significant impact on the accounts, etc. and brief details thereof and any other information which is exclusively known to the Company which may be necessary to enable the holders of securities of the Company to appraise its position and to avoid the establishment of a false market in such securities.