

## **PRESERVATION OF DOCUMENTS AND ARCHIVALPOLICY**

PURETROP FRUITS LIMITED (formely known as  
Freshtrop Fruits Limited)

A-603, Sapath -IV, Opp Karnavati Club

S G Highway Ahmedabad GJ 380015

CIN: L15400GJ1992PLC018365

Website: [www.puretrop.com](http://www.puretrop.com)

e-mail: [secretarial@puretrop.com](mailto:secretarial@puretrop.com)



# PURETROP FRUITS LIMITED

(formerly known as Freshtrop Fruits Limited)

## Introduction:

Pursuant to Regulation 30(8) and Regulation 46 of the SEBI Listing Regulations, all listed companies are required to host on its website various information required under the SEBI Listing Regulations and such disclosures shall be hosted on the website of the listed entity for a minimum period of five (5) years and thereafter as per the archival policy of the listed entity, as disclosed on its website, this Archival Policy (the "**Policy**") has been framed to provide guidelines for archival of records and documents.

## Objective:

The major objectives of the Policy are:

- Identification of information, documents, events, etc. which are required to be disclosed on the website of the Company;
- Ensuring that all the information is disclosed at the relevant time and with proper link, and to maintain unanimity every time;
- Ensuring that all the information/ documents/ events disclosed on the website of the Company, unless otherwise specified under the Companies Act, 2013, shall remain on the website for the period of five (5) years from the date of disclosure of such information/ documents/ events;
- Ensuring that after completion of five (5) years from date of disclosure of the respective documents/ information/ events, same should be moved to the respective archives folder on the website of the Company;
- Ensuring that documents/ information/ events which are required to be uploaded on the website of the Company for a particular period, shall be deleted after the due date without movement in archives folder; and
- Ensuring that certain documents like policies of the Company, codes of conduct and other documents which are required to be continuously displayed on the website, shall not be archived.

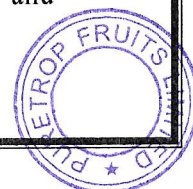
## Defination:

“Act” means the Companies Act, 2013 or any previous company law (to the extent the provisions there under are in force) and Rules framed there under, including any amendments, modifications, clarifications or re-enactment thereof, for the time being in force.

“Articles” means the articles of association of a company as originally framed or as altered from time to time or applied in pursuance of the Act.

“Book and Paper” and “book or paper” includes books of account, deeds, vouchers, writings, documents, minutes and registers maintained on paper or in electronic form.

“Books of Account” includes records maintained in respect of— (i) all sums of money received and expended by a company and matters in relation to which the receipts and



expenditure take place; (ii) all sales and purchases of goods and services by the company; (iii) the assets and liabilities of the company; and (iv) the items of cost as may be prescribed under section 148 in the case of a company which belongs to any class of companies specified under that section.

“Board of Director or Board” means Board of Directors of the Company.

“Company” means Puretrop Fruits Limited (formely known as Freshtrop Fruits Limited).

“Document” includes summons, notice, requisition, order, declaration, form and register, records, whether issued, sent or kept in pursuance of this Act or previous company law or under any other law for the time being in force or otherwise, maintained on paper or in electronic form.

“Memorandum” means the memorandum of association of a company as originally framed or as altered from time to time in pursuance of any previous company law or of this Act.

“Policy” means Preservation of Documents Policy and schedules appended thereto.

“Prospectus” means any document described or issued as a prospectus and includes a red herring prospectus referred to in section 32 or shelf prospectus referred to in section 31 or any notice, circular, advertisement or other document inviting offers from the public for the subscription or purchase of any securities of a body corporate.

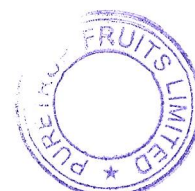
“Regulations” means Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and includes any amendments, modifications, clarifications or re-enactment thereof, for the time being in force.

“Rules” means rules framed under the Companies Act, 2013 or any previous Company law (to the extent such rules are in force) including any amendments, modifications, clarifications or re-enactment thereof, for the time being in force.

*[Words and expressions used and not defined herein shall have the meanings respectively assigned to them in the respective Act / Rules / Regulations]*

**Preservation of documents:**

1. Documents and Records of the Company required to be maintained under the Listing Regulations or any other act which may be applicable to Company from time to time shall be classified in two categories as below:
  - a. Documents whose preservation shall be permanent in nature shall be preserved permanently by the Company subject to the modifications, amendments, addition, deletion or any changes made therein from time to time;
  - b. Other Documents shall be preserved for a period of not less than eight (8) years after completion of the relevant transactions the subject to the modifications, amendments, addition, deletion or any changes made therein from time to time.
2. The listing documents and records in physical form shall be in the custody of the Company Secretary.



3. The Company may keep the listing documents and records as specified above in electronic mode.

**Archival Policy:**

The required documents, information, disclosures, notices, policies as provided under the SEBI Listing Regulations and the Companies Act, 2013, and the rules framed thereunder as amended ("Companies Act"), which are required to be disclosed on the website, shall be uploaded on the website of the Company. The website of the Company shall be reviewed on regular intervals for ensuring that all the above mentioned disclosures are available on the website of the Company, as required.

The required disclosures, unless otherwise mentioned in the Companies Act itself, shall be hosted on the website for a minimum period of five (5) years and thereafter shall be moved/ transferred to archives folders under the respective heads/ sub-folders, in a way so that these can be searched easily as and when required by any person.

**Amendment:**

The Company may review and revise this Policy from time to time. The Board of Directors of the Company shall have the right to review or amend this Policy from time to time so that the Policy remains complied with applicable legal requirements.

