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CIN NO. : L74899DL1930PLC000208

## THE MOTOR & GENERAL FINANCE LIMITED

M.G.F. HOUSE,

Regd. & H.O. : 4/17-B, ASAF ALI ROAD, NEW DELHI-110 002

DLI:CS:BSE:NSE:15

December 3, 2015

The Secretary,  
Bombay Stock Exchange Limited.,  
25<sup>th</sup> Floor, P.J. Towers,  
Dalal Street,  
Mumbai-400001

The Secretary,  
National Stock Exchange of India Ltd  
Exchange Plaza, 5<sup>th</sup> Floor,  
Plot No.C/1, G Block  
Bandra Kurla Complex, Bandra(E)  
Mumbai-400051

Scrip Code: 501343

Scrip Code: Motogenfin

Dear Sir, Re: Policy on Preservation of Documents and Archival

In continuation to our letter No.DLI:CS:BSE:NSE:2015 dated December 1,2015, kindly be informed that in the Board meeting held on December 1,2015, the Board has approved the policy on Determination of materiality of events/information as is required under Regulation 30 of Securities and Exchange Board of India(Listing Obligations of Disclosure Requirements)Regulations,2015 read with Clause (ii) of sub-regulation (4) of Regulations 30 of the Listing Regulations.

In the said Board meeting, The Board had also approved the Policy on Preservation and Archival of documents pursuant to Regulation 9 read with provisions of Chapter III of SEBI(Listing Obligations and Disclosure Requirements)Regulations,2015("LODR"). A copy of the same is enclosed herewith which due to an oversight could not be sent. We sincerely regret for the inconvenience caused in this regard.

Kindly take the same on record.

Thanking you,

Yours faithfully,  
For THE MOTOR & GENERAL LIMITED

(M.K. MADAN)  
VICE PRESIDENT & COMPANY SECRETARY  
ENCL: AS ABOVE

**THE MOTOR & GENERAL FINANCE LIMITED**  
Registered Office: 4/17-B, ASAF ALI ROAD, NEW DELHI-110002  
CIN NO.L74899DL1930PLC000208

**POLICY ON DOCUMENT PRESERVATION AND ARCHIVAL OF DOCUMENTS**

**Purpose and Scope**

The purpose of this document is to present a high level policy statement for Motor & General Finance Limited(MGF) regarding preservation of its documents in accordance with the provisions of the Companies Act,2013 and in accordance with the provisions of SEBI(Listing Obligations and Disclosure Requirements) Regulations,2015("LODR"). The policy is framed for the purpose of systematic identification, categorization, maintenance, review, retention and destruction of documents received or created in the course of business. The policy would contain guidelines on how to identify documents that need to be maintained, how long certain documents should be retained, how and when those documents should be disposed off, if no longer needed and how the documents should be assessed and retrieved when they are needed.

This policy has been adopted and approved by the Board of Directors at its meeting held on December 1,2015.

**Statutory Mandate and Objective**

With this policy, the company intends to safeguard significant documents and preserve them to ensure durability of documents including documents in electronic form. This policy may be reviewed by Board of Directors and amendments made, to comply with any requirements under any statute or regulation, from time to time.

**Process**

**A) Permanent Preservation:**

- 1) All documents filed with Ministry of Corporate Affairs
- 2) All documents filed with SEBI/NSE/BSE
- 3) All documents filed with Tax Authorities in Income Tax, Service Tax, VAT and similar tax authorities.
- 4) All permits, licenses, authorization from statutory authorities.
- 5) Audited Accounts
- 6) Documents relating to investments in subsidiaries/associate companies.
- 7) Any other documents required to be preserved permanently under any law/statute which the Board may decide.

Contd.....2



**B) Preservation for 8 years**

- 1) Bank, cash vouchers, payment vouchers, warrants
  - 2) Bank Statements
  - 3) Purchase Bills
  - 4) Sales Invoices, Debit/credit notes, etc
  - 5) Accounting records
  - 6) Any documents related to correspondence with Customers/shareholders.
  - 7) Any other documents required to be reserved for 8 years under any law/statute and for which the Board will be informed.
- C) Other documents may be stored and preserved in physical form/electronic form, after the completion of the relevant transactions, for such period as may be required, in each case and as may be decided by the Board.

**Electronic Documents including email retention and back up**

**Electronic Mail:**

- 1) All e-mail- from internal and external sources to be deleted after they cease to be of current use.
- 2) Employees should keep emails related to current business issues.
- 3) I.T. Department would archive email for 7 years on email archival server after the employees have deleted it, post which time the email will be permanently deleted.
- 4) Employee will not store or transfer the company related emails on non work related computers except as necessary or appropriate with due approvals from the respective Head of Department.
- 5) Employees will take care not to send confidential information to outsiders.

**Web page files**

- 1) All such events/information hosted on the company's website shall be retained for a period of 5 years as specified in SEBI's LODR Regulations, 2015.
- 2) After the initial period of 5 years, documents/information (except documents of permanent nature) shall be archived by the I.T. department for a further period of 3 years.
- 3) Documents of permanent nature, uploaded on the company's website, shall be archived by the I.T. Department.

**Responsibility:**

The responsibility for preservation of the documents will be on the concerned department heads. Head-IT will be responsible for all the documents preserved in electronic mode.

