



ALPINE HOUSING DEVELOPMENT CORPORATION LIMITED
CIN- L85110KA1992PLC013174

POLICY FOR PRESERVATION OF DOCUMENTS

I. OBJECTIVE:

In accordance with the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (the "Listing Regulations"), the Company has formulated this Policy for Preservation of Documents. The Policy contains guidelines for maintenance, preservation and disposal of Documents and Records of the Company.

The Policy shall be effective from December 01, 2015.

II. SCOPE:

The Policy shall apply to all Documents and Records generated during the course of operations of the Company.

III. DEFINITIONS:

"Document"& "Record" means and includes written, printed, or electronic matter that provides information or evidence or that serves as an official record of the Company.

IV. CLASSIFICATION OF DOCUMENTS AND RECORDS:

- i. Category A – Documents and Records which are required to be preserved by virtue of applicable laws and regulations shall be covered by Category A.
- ii. Category B - Documents and Records which are required to be preserved for a period of not less than eight years after completion of the relevant transactions shall be covered by Category B.
- iii. Category C – Documents and Records which do not fall under Category (A) or Category (B) shall be covered by Category C.

V. PRESERVATION OF DOCUMENTS AND RECORDS:

The relevant Head of Departments of the Company shall be responsible to ensure the maintenance and preservation of Documents and Records as under:

- a. Category A – It shall be preserved either permanently or for such periods as may be mandated by applicable laws from time to time.

- b. Category B - The Documents and Records to be covered under Category B shall be determined by the relevant Head of Departments of the Company from time to time.
- c. Category C - Subject to Clause V (a) and (b), Documents and Records covered by Category C shall be preserved as per the standard operating procedures laid down by the Company which is applicable to the respective Departments.

VI. DISPOSAL OF DOCUMENTS AND RECORDS:

The Documents and Records whose preservation is no longer necessary or mandatory in terms of this Policy may be discarded or disposed off in accordance with procedure specified by law in this behalf and where no such procedure is specified, then in accordance with the standard operating procedures applicable to the respective departments.

VII. AMENDMENTS TO THE POLICY:

The Policy may be amended, altered, substituted or modified by the Board of Directors from time to time.

VIII. DISSEMINATION OF THE POLICY:

The Policy, as amended from time to time, shall be placed on the website of the Company.