



PRESERVATION OF DOCUMENTS AND ARCHIVAL POLICY

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1. PREAMBLE

- 1.1 This policy ("Policy") shall be called "Policy on Preservation of Documents" of Hindustan Petroleum Corporation Limited (HPCL or "the Company").
- 1.2 Regulation 9 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 [hereinafter referred to as "SEBI (LODR) Regulations" or "Listing Regulations"] requires every listed company to have a policy on preservation of documents, approved by its board of directors.

Further, Regulation 30(8) of the Listing Regulations stipulates that: "*The listed entity shall disclose on its website all such events or information which has been disclosed to stock exchange(s) under this regulation, and such disclosures shall be hosted on the website of the listed entity for a minimum period of five years and thereafter as per the archival policy of the listed entity, as disclosed on its website.*"

This policy has been framed in to comply with the said Regulations.

2. OBJECTIVE OF THE POLICY

- 2.1 The objective of the Policy is to ensure that all important documents, generated or received by the Company, are adequately maintained and preserved in compliance with the applicable statutory provisions and to facilitate destruction of documents at an appropriate time which are no longer required.
- 2.2 The policy establishes the guidelines for management, retention and destruction of documents, both in physical and electronic form by the Company.

3. SCOPE OF THE POLICY

- 3.1 This policy shall apply to all documents generated or received by the Company, both in physical form as well as electronic form.

4. DEFINITION

- 4.1 The term "Document" shall mean and include papers, registers, vouchers, books of accounts, agreements, advertisements, circulars, registration certificates, licences, permissions, etc. generated or received by the Company in the course of its business either in physical form or electronic form.



4.2 The term Electronic Records shall be as defined under Section 2(1)(t) of the Information Technology Act, 2000 and the terms in electronic form or digital form, shall be construed suitably.

5. PRESERVATION SCHEDULE OF DOCUMENTS

5.1 The Documents shall be preserved under the following categories:

- (a) Preservation of Documents permanently.
- (b) Preservation of Documents for at least 8 years.
- (c) Archival Policy and Preservation of Documents for specified period.

5.2 All the documents which are in physical form may also be additionally stored in electronic/ digital form.

5.3 All documents must be properly classified, filed, labelled, indexed and stored by the respective departments.

6. PRESERVATION OF DOCUMENTS PERMANENTLY

6.1 All documents as may be required under the applicable statute, laws, rules and regulations, namely but not limited to, documents pertaining to certificate of incorporation, PAN card of the Company, licenses, title deeds, sale / conveyance / lease deeds, general power of attorney, drawings, building plans, agreements, registration certificates, statutory / regulatory approvals, trusts deeds, patents, trademarks, copy rights, etc. to be preserved permanently, shall be preserved permanently or till the time the asset is in existence with the company or till its validity period.

6.2 Statutory documents and registers required to be maintained under the provisions of the Companies Act shall be preserved permanently.

6.3 Minute books containing minutes of the Board Meeting, Committees of the Board Meeting, General Meetings of members, Court convened meetings of shareholders, meetings of creditors, etc. shall be preserved permanently.

6.4 Agenda items and approval note for the agenda items along with relevant annexures thereto pertaining to the meeting of the Board / Committees of the Board shall be preserved permanently.



7. PRESERVATION OF DOCUMENTS FOR AT LEAST 8 YEARS

- 7.1 All books of account, vouchers, invoices, supporting documents, etc. shall be appropriately kept for a period of eight financial years after the financial year to which they relate to.
- 7.2 The documents relating to assessment of the Company under the direct and indirect taxes shall be preserved for a period of at least eight years after the financial year to which they relate to. However, wherever any enquiry has been initiated or legal proceedings with respect to taxation issues is under process, then in such cases all related documents pertaining to the subject issue are to be preserved in proper manner till such time the matter is finally concluded/settled.
- 7.3 The record of disposal /destruction of the aforesaid documents, along with the approval obtained for the same shall be preserved for a period of 8 years.

8. ARCHIVAL POLICY AND PRESERVATION OF DOCUMENTS FOR SPECIFIED PERIOD

- 8.1 All material disclosures made by the Company to the stock exchanges shall be hosted on the website of the company for a minimum period of five years. Upon completion of five years period, such disclosures shall be removed from the website of the Company with approval of the Company Secretary.
- 8.2 All documents which are required by any statute, law, rule or regulation, to be preserved for a particular period of time, shall be preserved for at least that period of time.
- 8.3 Notwithstanding the above, in case there are any directions from any statutory/regulatory authorities, tribunals, tax authorities, registrar of companies, courts, etc. by an order in writing, directing the Company to preserve any specific document or electronic record for a period beyond the specified period under this policy, then the concerned SBU/Function/Department shall preserve such document or record for such period or time as may be directed.

9. DISPOSAL OF DOCUMENTS

- 9.1 The documents which are not required to be retained beyond the specified period as per this policy shall be destroyed by the respective Function /Department with the approval of the Head SBU/ Refinery/ Function/ Department.



9.2 No document shall be destroyed without being reviewed and documented. The record containing particulars of the documents destroyed, date and mode of destruction with the initials of Head SBU/ Refinery/ Function/ Department as may be authorized for the purpose. The record of destruction of any document shall be retained for a period of 8 years.

10. AMENDMENT TO THE POLICY

10.1 In case of any modification / amendment / re-enactment of any existing acts, rules, regulations, guidelines, etc. or an enactment of any new act, rules, regulations, guidelines, etc., which are inconsistent with this policy, then such modified / amended / re-enacted provision or new provisions shall prevail over the policy.

10.2 The Committee of Functional Directors (CFD) of the Company is authorized to approve any amendment to this Policy to be consistent with the prevailing provisions of Acts, rules, guidelines, regulations and amendments made thereto from time to time and also in accordance with administrative / business requirements of the Company.

11. DISCLOSURE ON WEBSITE

This policy shall come into effect immediately. A copy of this policy including amendments thereto shall be hosted on the website of the Company.

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