

OMFURN INDIA LIMITED

ARCHIVAL POLICY AND POLICY ON PRESERVATION OF DOCUMENTS

1. LEGAL FRAMEWORK

The Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (LODR) requires the listed entity to 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.

2. BACKGROUND:

As per Regulation 30(8) of LODR, Omfurn India Limited (the "Company") shall disclose on its website all such events or information which has been disclosed to stock exchanges for a minimum period of five years and thereafter will be archived for a period of two years.

Regulation 9 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (LODR) requires every listed company to have a policy on Preservation of Documents/Records maintained by the Company in electronic mode/physical mode. It classifies them into two categories:

- a. Documents whose preservation shall be permanent in nature; and
- b. Documents to be preserved for not less than eight years after completion of relevant transactions.

The documents that are required to be maintained under this policy are preserved considering their importance, usefulness and information. The Company recognises that all the documents, whether in physical or electronic mode, form an important and integral part of the Company's records. The preservation of documents is important in order to ensure immediate access to the records, its retrieval and authentication.

Accordingly, the Board of Directors of Omfurn India Limited ("the Company") has adopted the Policy for Archival Policy and Policy for Preservation of Documents by approving in the Meeting of Board of Directors held on 27th January, 2018.

3. DEFINITIONS:

- a. "Books of Account" shall have the same meaning as defined under section 2 (13) of the Companies Act, 2013 and any amendments thereto.
- b. "Financial Statement" shall have the same meaning as defined under section 2 (40) of the Companies Act, 2013 and any amendments thereto.
- c. "Book and/or paper" shall have the same meaning as defined under section 2 (12) of the Companies Act, 2013 and any amendments thereto.
- d. "Preservation" means to keep in good order; to prevent from being damaged or destroyed.

4. PRESERVATION OF DOCUMENTS:

The preservation period of eight years starts with the conclusion of financial year in which the document has been formed or the last entry made during the said financial year.

a. Documents whose preservation shall be permanent in nature:

- Common Seal;
- Certificate of Incorporation;
- Memorandum and Articles of Association;
- Minutes of Meeting of Board of Directors;
- Minutes of General Meetings;
- Minutes of Committee Meetings;
- License and Permissions;
- Scrutinizer's Reports on meeting at General Meetings/Postal Ballots;
- Books of Accounts, Annual Audited and Financial Statements;
- Forms filed with Registrar of Companies (ROC),
- Correspondence with Stock Exchange,
- Any other document in the opinion of the Board, as may be required to be maintained in terms of applicable law(s) and preserved from time to time.

b. Documents whose preservation shall be for not less than eight years after completion of the relevant transactions:

- Annual Returns;
- Statutory Registers as applicable to the Company;
- Instrument creating a charge or modification;
- Tax Returns and other filings made under the Income Tax Act and other applicable laws, rules and regulations.
- All contracts, documents and agreements including property documents executed by the Company.

5. MANNER OF DESTROYING DOCUMENTS:

All the documents, for which no minimum preservation period is prescribed or in case the preservation period expires, may be destroyed as may be deemed appropriate by the Company. This applies to both physical and electronic documents.

6. REVIEW:

The Board may monitor, review and amend the Policy from time to time as also whenever necessitated due to amendments in any Act, Rules or applicable Regulations.