



SOM Distilleries & Breweries Limited

POLICY FOR MAINTENANCE AND PRESERVATION OF DOCUMENTS

April 2016





SOM Distilleries & Breweries Limited

Policy For Maintenance And Preservation Of Documents

1. INTRODUCTION

The Board of Directors (the “Board”) of SOM Distilleries and Breweries Limited (the “Company”) has adopted the following policy with regard to preservation of Documents. This Policy has been formulated in accordance with Regulation 9 of the SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015. This Policy shall be known as “Policy for Maintenance and Preservation of Documents”.

2. ARCHIVAL POLICY

In line with SOM’s Policy on Determination of Materiality of Events and as per the Regulations, the Company shall disclose all such events to the Stock Exchanges and such disclosures shall be hosted on the website of the Company for a period of 5 years and thereafter the same shall be archived so as to be available for retrieval for a further period of three years by storing the same on suitable media. Thereafter the said information, documents, records may be destroyed as per the policy on preservation of documents.

3. REVIEW OF THE POLICY

In case there are any regulatory changes requiring modifications to the Policy, the Policy shall be reviewed and amended with due approval from the Executive Director. However, the amended regulatory requirements will supersede the Policy till the time Policy is suitably amended.

