INDIAN RAILWAY FINANCE CORPORATION LIMITED

PRESERVATION OF DOCUMENTS AND ARCHIVAL POLICY

Approved on	29.08.2017
First Revision on	20.01.2025
Third Revision on	09.03.2026

PRESERVATION OF DOCUMENTS AND ARCHIVAL POLICY

PREAMBLE

1.1 This Policy (hereinafter referred to as "the Policy") shall be called "Preservation of Documents and Archival Policy" of Indian Railway Finance Corporation Limited (hereinafter referred to as "the Company").

1.2 This policy has been framed in compliance with the provisions of Regulation 9 of Chapter III of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 including amendments thereof (hereinafter referred to as "Listing Regulations") which requires every listed Company to have a policy on preservation of documents. The Policy further encompasses the manner of archival of the documents which have been disclosed on the website of the company for the time frame prescribed under Regulation 30 (8) of the SEBI Listing Regulations.

1.3 The policy is in conjunction with any extant policy of the Corporation in the matter of Preservation of Documents / Records Retention and also subject to the provisions of other laws viz., Right to Information Act, 2005, The Public Records Act, 1993 etc as applicable.

2. OBJECTIVES 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 that are no longer required, at an appropriate time in specified manner.

2.2 The policy establishes the guidelines for management, retention, preservation and destruction of documents, both in physical form and electronic form by the Company.

3. SCOPE OF THE POLICY

3.1 This policy shall apply to all documents which include records maintained in the form of books or stored in a computer or tapes or discs or in any other electronic form or transcribed information of any type whether expressed in ordinary or machine language.

3.2 The preservation of documents, as mandated under the policy, shall apply to all documents regardless of its location, including all Company locations, off-site locations, computer storage or employees' laptops etc.

4. DOCUMENTS

4.1 "Documents" refers to all corporate records which include papers, files, registers, writings, memos, manuscript, communications, agreements, sale deed, conveyance licenses, opinions, press releases, circulars, judgments, orders, approvals, registration certificates, building plans, etc. generated or received or maintained by the Company in the course of its business either in physical form or in electronic form produced by a computer or by any other device but not limited to emails and attachments, scanned papers, word documents, presentations, spreadsheets, databases, pictures, graphics.

5. PRESERVATION SCHEDULE OF DOCUMENTS

5.1 The Documents shall be preserved under following categories:

(a) Documents whose preservation shall be permanent in nature.
(b) Documents with preservation period of not less than eight years after completion of the relevant transaction.
(c) Documents with preservation period specified by statutory authorities under applicable laws.
(d) Documents with preservation period specified under any other policy of the Company or duly approved by the Management / Functional / Strategic Business Unit Head / Entity Head as per the business needs of the Company or Delegation of Authorities etc. subject to (a) to (c).

5.2 The Company may keep documents specified in clause 5.1 in electronic mode as may be permitted by law.

6. DOCUMENTS WHOSE PRESERVATION SHALL BE PERMANENT IN NATURE (CATEGORY A)

6.1 All Documents as may be required under the applicable statute, laws, rules and regulations, namely but not limited to certificate of incorporation, memorandum and articles of association, permanent account number, tax deduction account number, excise/service tax/sales tax/export /import/ other registration certificates, licences, court/ Judicial/ Quasi-Judicial cases orders, awards, patents, trademarks, copy rights, Intellectual property recordsshall be preserved permanently.

6.2 Statutory records and registers that are required to be maintained permanently under the provisions of the Companies Act 2013 and rules made thereunder including Annual Financial Statements with Statutory Auditors Report, Annual Report.

6.3 Minutes of the Board Meeting, Board Committee Meetings, General Meetings of Members etc. shall be retained in perpetuity in the Company's minute book.

6.4 Documents relating to any property of the Company, property tax, Delegation of powers, all Policies,/ Policy Guidelines of the Company framed under various regulations shall be retained perpetually. Any modifications, amendments, additions, deletions in these documents shall also be preserved permanently.

7. DOCUMENTS TO BE PRESERVED FOR NOT LESS THAN EIGHT YEARS AFTER COMPLETION OF THE RELEVANT TRANSACTION (CATEGORY B)

7.1 The following documents shall be maintained and preserved for a term not less than eight years after completion of the relevant transactions. All modifications, amendments, additions, deletions to the said documents shall also be preserved for a term not less than eight years.

(a) Documents/Information furnished to Stock Exchanges including information submitted in compliance of SEBI-LODR, as amended from time to time, shall be preserved for a minimum period of eight years from the end of the financial year in which the documents/information is furnished.

(b) Documents/Information submitted to Registrar of Companies / Ministry of Corporate Affairs in compliance with the Companies Act, 2013 & Rules thereunder shall be preserved for a minimum period of eight years from the end of the financial year in which the documents/information is submitted.

(c) Books of Accounts as per Companies Act, 2013 .

(d) Annual Returns (copies of all certificates and documents required to be annexed thereto) as per Companies Act, 2013

(e) Office Copies of Notices, Agenda, Notes on Agenda of Board Meetings and Board Committees and other related papers shall be preserved for as long as they remain current or for eight financial years, whichever is later and may be destroyed thereafter with the approval of the Board, as prescribed by the "Secretarial Standard-I on Meetings of Board of Directors" issued by the Institute of Company Secretaries of India.

(f) Office Copies of Notices, Scrutinizer's Report and related papers regarding General Meetings (including AGM) shall be preserved for as long as they remain current or for eight financial years, whichever is later and may be destroyed thereafter with the approval of the Board of Directors, as prescribed by the "Secretarial Standard-2 on General Meetings" issued by the Institute of Company Secretaries of India.

(g) Attendance Register for Board & Committee Meeting and recording of attendance of Meetings through Electronic Mode for eight financial years and may be destroyed thereafter with the approval of the Board of Directors, as prescribed by the "Secretarial Standard-1 on Meetings of Board of Directors" issued by the Institute of Company Secretaries of India.

(h) Any other document, certificates, statutory registers which may be required to be maintained and preserved for not less than eight years after completion of the relevant transactions under the Companies Act, 2013 and/or SEBI Regulations.

8. GENERAL (CATEGORY C)

8.1 In addition to the documents mentioned in Category 'A' and 'B' above, other documents, certificates, forms, statutory registers, records, etc. which are required to be mandatorily maintained and preserved shall be preserved for a stipulated period of time as per the circulars issued in this respect from time to time or as per the applicable Statutory/ Regulatory provisions in this regard.

9. Website Disclosures and Archival of website Disclosures

9.1 The policy applies to documents / information hosted on the website of the company including events/information required to be disclosed on website under SEBI Regulations. The disclosure of material events shall be hosted and retained on the Company’s website for a minimum period of 5 (five) years.

Thereafter, depending upon the nature, materiality, impact and relevance of the material event/ information, the disclosure of such material event:

a) can continue to remain hosted on the Company's website for a longer period of time on the advice of concerned functional head.
b) can be removed from the website or
c) can be archived.

10. RESPONSIBILITY

10.1 The Heads of respective Departments of the Company shall be responsible for preservation of the documents in terms of this Policy, in respect of the areas of operations falling under the charge of each of them.

11. DESTRUCTION OF DOCUMENTS

11.1 After the expiry of the statutory retention period, the preserved documents may be destroyed in such mode under the instructions approved by the Board of Directors/ concerned Functional Director/ Head of the Department.

11.2 This applies to both physical and electronic documents.

GENERAL

11.3 Notwithstanding anything contained in this Policy, the Company shall ensure compliance with any additional requirements as may be prescribed under any laws/regulations either existing or arising out of any amendment to such laws/regulations or otherwise and applicable to the Company, from time to time.

12. AMENDMENT TO THE POLICY

12.1 The Chairman and Managing Director of the Company is authorized to amend or modify this Policy; however, no such amendment or modification shall be inconsistent with the applicable provisions of any law for the time being in force.

12.2 This policy may be reviewed by the Board from time to time and amended if required, including in view of changes in the regulatory environment, if any.