



PRESERVATION OF DOCUMENTS AND ARCHIVAL POLICY

Version	Effective Date	Review Date	Prepared by	Reviewed by	Approved by
1.0	December 01, 2015	December 01, 2015	Mrutunjaya Murthy Company Secretary and Compliance Officer	Ravi Vishwanath- Chief Financial Officer	Board of Directors
2.0	November 08, 2019	November 08, 2019	Alaka Chanda Company Secretary and Compliance Officer	Ravi Vishwanath- Chief Financial Officer	Board of Directors

TeamLease Services Limited Restricted

This Preservation of Documents and Archival Policy is not to be copied or distributed without the express written consent of TeamLease Services Limited. No part of this document may be used for purposes other than those intended by TeamLease Services Limited.

Amendment: Any change in this Preservation of Documents and Archival Policy (Policy) shall be approved by the Board of Directors of the Company. The Board of Directors shall have the right to withdraw and / or amend any part of this Policy or the entire Policy, at any time, as it deems fit, or from time to time, and the decision of the Board in this respect shall be final and binding.



1. Preamble:

Regulation 9 of the SEBI (Listing Obligations and Disclosure Requirements) Regulation, 2015, mandates listed entities to formulate a Policy for preservation and archiving of documents. It is in this context that the Preservation of Documents and Archival Policy (“Policy”) is being framed and implemented.

2. Scope:

This policy is intended to establish guidelines for the, maintenance, management and orderly disposition of corporate records/documents. The Company recognizes 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.

3. Objective

To determine preservation period for records/documents based on their reference value and legal requirements. The following aspects are considered while arriving at the preservation period:

- Company's own information retrieval needs (reference value)
- Statutory requirements under respective statutes.
- Litigation requirements
- To ensure easy retrieval.
- To ensure that unwanted records do not occupy storage space

4. Purpose

The purpose of the policy is to facilitate the following:

1. Identification of records that are to be maintained permanently or for any other shorter period of time of not less than eight years after completion of the relevant transactions .
2. Deciding the mode of preservation of documents, whether in physical form or in electronic form.
3. Retention of records for the periods required by applicable laws and regulations and for other business reasons for a period of time that will reasonably assure their availability when needed.
4. Preservation of the confidentiality and security of records.
5. Systematic and nonselective disposition of records not necessary for legal or business reasons.

5. Definitions

- a. “Act” means the Companies Act, 2013.
- b. “Applicable Law” means any law, rules, circulars, guidelines or regulations issued by the Securities and Exchange Board of India (SEBI), Ministry of Corporate Affairs (MCA) , The Institute of Company Secretaries of India (ICSI from time to time).
- c. “Board” means the Board of the Directors of the Company.
- d. “Books of Accounts” includes records maintained in respect of –
 - i. all sums of money received and expended by the Company and matters in relation to which



the receipts and expenditure take place

ii. All sales and purchases of goods and services by the Company

iii. The assets and liabilities of the Company; and

iv. The items of cost as may be prescribed under section 148 of the Act in case the Company belongs to any class of companies specified under that section.

e. "Company" means TeamLease Services Limited.

f. "Documents" refers to papers, notes, agreements, notices, agenda, circulars, advertisements, declarations, forms, minutes, registers, correspondences, challan or any other record required under or in order to comply with the requirements of any Applicable Law, whether issued, sent, received or kept in pursuance of the Act or under any other law for the time being in force or otherwise, maintained on paper or in Electronic Form.

g. "Electronic Form" means any electronic device such as servers, computer, laptop, compact disc, floppy disc, pen drive, space on electronic cloud or any other form of storage and retrieval device, considered feasible, whether the same is in possession or control of the Company or otherwise the Company has control over access to it.

h. "Financial Year" shall have the same meaning ascribed to it under the Act.

i. "Key Managerial Personnel" or "KMP" shall have the same meaning ascribed to it under the Act.

j. "Maintenance" means keeping documents, either physically or in Electronic Form.

k. "Preservation" means to keep in good order and to prevent from being altered, damaged or destroyed.

l. "SEBI LODR" means the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015.

Words and phrases used in this Policy and not defined herein shall derive their meaning from the Applicable Law.

Any other term not defined herein shall have the same meaning as defined in the Companies Act, 2013, the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, or any other applicable law.

6. Roles & Responsibilities

The respective Functional/ Departmental heads of the Company shall be responsible for identification, maintenance and preservation of documents in respect of the areas of operations falling under the charge of each of them, in terms of this Policy.

7. Record Type and Preservation Period

The preservation period starts with the conclusion of financial year, in which the document has been formed or the last entry was made; the preservation period of agreements starts with the end of the financial year in which the agreement period expires. For determining the preservation period, the records are categorized into following three categories:

(A) **Permanent Records:** Documents so identified, shall be maintained permanently in the archives of the Company, and include such documents which:

(a) represents a title to an immovable property or an intellectual property in which the Company has an interest;

(b) governs purchase of shares/investments in an entity in which the Company has an interest as of that date;

(c) is a constitutional document;

(d) is a record of statutory meetings/proceedings;



(B) **Records maintained for atleast 8 (Eight) years** which have been so decided to be preserved by the Function Heads, either under their own respective judgement or as required to be preserved by any specific Law.

(C) **Other Functional Documents / Records**, which are of routine nature and as may be categorized as such by the Function Heads.

(D) **Permanent Records which are required for adducing evidence** in judicial or quasi judicial or other dispute redressal forum-Till the time the matters are finally disposed of

Notwithstanding the general guidelines, care should be taken by the respective departments to ensure that records of special nature such as unsatisfied claims by or against the Company, suits pending in courts, tribunals, quasi judicial for a and other mediation and alternate dispute fora, industrial disputes, etc. are preserved according to specific needs and even beyond the prescribed period.

Also, in the case of statutory records such as licenses, certificates, sanctions, approvals, etc. from Government/ Statutory Bodies, care should be taken to maintain and preserve the records in accordance with the specific guidelines/instructions, if any, by the issuing authority.

8. Destruction of Documents

The documents which are not required to be maintained and preserved permanently, may be destroyed after the expiry of the specified retention period in such mode and under the instructions approved by the Functional/ Departmental Heads. Any deviation will be approved by the Managing Director/Group CEO.

However, if a legal issue involving the Company is reasonably foreseeable, all destruction of any possibly relevant documents, including e-mail, must cease immediately. Documents relating to the lawsuit or potential legal issue will then be retained and organized under the supervision of the Group Legal Head. In such an event, the IT Department shall immediately disable the "permanent delete" and "automatic delete" functions of the Company's software with respect to the designated records and disable the automatic deletion of recycle bins and deleted items folders on appropriate Company computers; and the Group Legal Head shall immediately notify all appropriate employees by e-mail that they are not to dispose of relevant Temporary Records or other records until notified otherwise.

9. Preservation Location

The preservation location will be the concerned department. If the location is other than the concerned department, the same should be documented and kept in a file for reference purpose in the respective department. In case of critical documents which need to be preserved for very long periods or permanently, the same shall be preserved in fire proof or other such secure cabinets.

10. Mode of Preservation

Records/documents may be preserved either physically or in electronic form.



11. Compliance and Violation

Failure to comply with this Document Retention and Archival Policy may result in disciplinary action.

12. Dissemination of the Policy

The approved Policy shall be uploaded on the Company's website www.teamleasegroup.com

13. General Authorisation

The Policy shall be reviewed on a periodic basis and the Chairman and Managing Director / Whole-time Directors and Company Secretary are authorized jointly by any two to make changes as may be found necessary from time to time or as warranted by law.

14. Review of Policy

This Policy shall be subject to review, if necessary. Any change/amendments in applicable laws with regard to maintenance and preservation of documents and records shall be deemed to be covered in this Policy without any review. Any change/amendments to this policy shall be approved by the Managing Director/Group CEO.