



Hardcastle & Waud Manufacturing Co. Ltd.

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HARDCASTLE & WAUD MFG. CO. LTD.

Policy for Preservation of Documents (Archival Policy) pursuant to Regulation 9 and Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015

The Company and its subsidiaries, if any, shall preserve and archive documents classified in the following categories i.e.:

- (a) **Documents whose preservation shall be permanent in nature**, these being statutory documents and registers, for example, the Register of Members under the Companies Act 2013, and other documents that may be required by statute to be preserved permanently;
- (b) **Documents with preservation period of not less than eight years after completion of the relevant transactions**, these being books of account and vouchers relevant to any entry in such books of account that are required to be maintained under Section 128 of the Companies Act, 2013:

Provided that the Company may keep any one or more of the documents specified in clauses (a) and (b) above in electronic mode, or partly in physical mode and partly in electronic mode.