
BLACK BOX LIMITED

(FORMERLY KNOWN AS AGC NETWORKS LIMITED)

POLICY ON PRESERVATION AND ARCHIVAL OF DOCUMENTS

[Pursuant to Regulation 9 of the Securities and Exchange Board of India, (Listing Obligations and Disclosure Requirements) Regulations, 2015]]

INTRODUCTION

In terms of Regulation 9 and 30(8) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations"), the Board of Directors (the "Board") of **BLACK BOX LIMITED ("BBL") (Formerly known as AGC NETWORKS LIMITED)** has adopted this Policy at its meeting held on October 29, 2015, for Preservation of Documents, as required under applicable regulations. Further, the Board of Directors of BBL have approved certain amendments to this policy, at their meeting held on February 7, 2019.

EFFECTIVE DATE AND POLICY ENFORCEMENT

The Policy shall be effective from 1st day of December, 2015.

PURPOSE OF POLICY

The corporate records of the Company are the important assets for the Company and hence the Company seeks to access and manage its records effectively, and is obliged to create, maintain, preserve and dispose of records as per this Policy.

This policy categorizes the records that will be preserved indefinitely without any time limit and the records that will be preserved for specified period of time and outlines responsibilities to create, maintain and lawfully dispose of the records. It endorses the preservation of records in the Company's Archives.

OBJECTIVES

To determine preservation period for records/documents based on their reference value and statutory 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;
- To ensure effective Corporate Governance and risk management;

DEFINITIONS

i. "**Company**" means "**BLACK BOX LIMITED (FORMERLY KNOWN AS AGC NETWORKS LIMITED)**";

ii. "**Board**" means the board of directors of the Company;

iii. **“Listing Regulations”** means the Securities and Exchange Board of India, (Listing Obligations and Disclosure Requirements) Regulations, 2015;

iv. **“Policy”** means this Policy of Preservation and archival of Documents of the Company;

v. **“Records”** in relation to this policy includes accounting records, “book and paper” and “book and paper” as defined in sub-section 12 of section 2, books of account as defined in sub-section 13 of section 2 of the Companies Act, 2013 and statutory and other documents of material significance.

Any other term not defined herein shall have the same meaning as ascribed to it under the Companies Act, 2013, Listing Agreement, Listing Regulations framed by the Securities Exchange Board of India or any other relevant regulation/legislation applicable to the Company.

SCOPE OF THE POLICY

For the purpose of achieving the above objectives, the documents covered as per this Policy have been divided into two sections, i.e. the records or the documents that will be preserved permanently by the Company and the records or the documents that will be preserved for the period of at least 8 years and not permanently. This Policy applies to the records maintained by the Company in any format or medium. The records which are not required to be retained permanently shall be disposed off according to this Policy.

AUTHORITY AND RESPONSIBILITY

Pursuant to the Listing Regulations, this Policy has been established and approved by the Board of Directors in its meeting held on 11th February, 2016.

CLASSIFICATION OF RECORDS

Based on the requirement and for the purpose of effective management, the period for which the records of the Company shall be maintained have been classified into two categories:

- I. Documents whose preservation shall be permanent in nature;
- II. Documents whose preservation shall be at least for 8 years.

The classification of the documents has been made in the Annexure which forms part of this Policy.

While prescribing different time periods for preservation of records, the following aspects have been taken into account:

- (a) Compliance with statutory and regulatory requirements.
- (b) Requirements of SEBI/RBI/MCA officials to have access to certain records.
- (c) Requirements of internal and external auditors to have access to certain records.

The documents or records not covered by this Policy shall be maintained by the Company for the time period specified for their preservation under any statute or regulation, for the time being in force.

RESPONSIBILITY

The head of the department will be responsible for the maintenance, preservation and destruction of records pertaining to the respective departments.

All staff and management of the Company shall assist in implementing this Preservation Policy as appropriate to their respective roles and responsibilities.

LOCATION OF RECORDS

As mandated by the Companies Act, 2013 or under any other statute, certain records shall be located at the registered office of the Company. The records for which no specific place has been specified under any statute may be maintained at the Corporate office of the Company or at any other place as may be, decided by the officers of the Company considering their utilization and usefulness.

RECORD RETENTION SCHEDULE

The records referred to in Annexure A of this Policy shall be maintained permanently and the records which are required to be preserved permanently on the website of the Company shall be preserved in line with the Archival Policy of the Company.

The records referred to Annexure B shall be preserved for at least 8 years or such periods as may be specified in the respective act/rule/regulation mandating their maintenance/preservation. Further, these records may be disposed-off after the expiry of the period for their preservation and after obtaining the approval of the Company Secretary and Chief Financial Officer of the Company.

The Company shall maintain a register of disposal of records in the custody of the Compliance Officer of the Company, wherein the brief particulars of the records disposed off shall be entered. The register of disposal of records shall contain the following columns:

- a) Item Number;
- b) Brief Particulars of the records disposed of;
- c) Date of approval for disposal of records;
- d) Date of disposal; and
- e) Mode of destruction

This register of disposal of records shall be maintained permanently by the Company with the assistance of the Compliance Officer either in physical or electronic form.

ARCHIVAL POLICY

The Company shall disclose on its website all such material events or information, which has been disclosed to stock/exchange(s) and such disclosure shall be hosted on the website of the Company for a minimum period of five years and thereafter such material events shall continue to remain hosted on the Company's website as may be decided by the Board from time to time.

RECORD APPRAISAL

The Company shall at regular intervals carry out the appraisal of the records preserved as per this Policy. The purpose of the appraisal process shall be to ensure that the records are examined at the appropriate time to determine

- (i) whether or not they are worthy of archival preservation;
- (ii) whether they need to be retained for a longer period as they are still in use; or
- (iii) whether they should be destroyed.

The appraisal of records shall be undertaken only after the approval of the Company Secretary and Chief Financial Officer of the Company.

COMPLIANCE OFFICER

The Company Secretary of the Company shall be the Compliance Officer of the Company.

REVIEW OF THE POLICY

This policy shall be subject to review by the Board as may be deemed necessary and in accordance with any regulatory amendments.

Dated: 11th February, 2016

Place: Mumbai

Annexure - A**Documents / Record whose preservation shall be permanent in nature**

Sr. No.	Documents / Records
1	Certificate of incorporation
2	Memorandum and Articles of Association
3	Agreements made by the Company with Stock Exchanges, Depositories, etc.
4	Minute Books of General Meetings, Board and Committee Meetings as per Companies Act, 2013
5	Register and Index of Members, debenture-holders, if any or other security holders, if any
6	Register of Contracts as per Companies Act, 2013
7	Register of Charges as per Companies Act, 2013
8	Register of Investments as per Companies Act, 2013
9	Files relating to premises viz. Title Deeds/Lease Deeds of owned premises/land and building, etc. and related Ledger / Register
10	Authorization / licenses obtained from any Statutory Authority
11	Policies of the Company framed under various acts/rules/regulations/laws
12	Register of disposal of records
13	Such other records as may be required under any law from time to time

Annexure - B**Documents / Record to be preserved for a minimum period of eight years**

Sr. No.	Documents / Records
1	Instrument creating charge or modification (from the date of satisfaction of charge) as per Companies Act, 2013
2	Annual Returns as per Companies Act, 2013
3	Register of Deposits as per Companies Act, 2013
4	Register of Allotment (from the date of each allotment) as per Companies Act, 2013
5	Annual financial statements including Annual accounts, Directors report and Auditors report
6	Books of accounts including Vouchers / Voucher register as defined under the Companies Act, 2013
7	Income Tax Returns filed under Income Tax Act, 1961
8	All notices in form MBP – 1 received from Directors and KMPs along with any amendment thereto
9	Return of declaration in respect of beneficial interest in any share as per Companies Act, 2013
10	Copy of newspaper advertisement or publications
11	Compliance Reports received from any statutory authority
12	The postal ballot and all other papers or registers relating to postal ballot including voting by electronic means
13	Disclosure/Return filled under SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015