

DOCUMENT RETENTION AND ARCHIVAL POLICY

INTRODUCTION

In terms of Regulation 9 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Board of Directors the Company has adopted this Policy at its meeting.

The policy represents the policy of Asian Food Products Ltd in respect to retention & archival of corporate & other records in hard copies & electronic media

OBJECTIVES

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.

Particulars	Retention Period
<u>Accounting & Taxation</u>	
Books of Accounts	8 years
Bank Statements, Reconciliation & Deposit Slip	8 years
Tax Records	Permanent
Annual Financial Statements and Audit Reports	Permanent
General Ledger	Permanent
Interim Financial Statements	Permanent
<u>Secretarial</u>	
Statutory Registers	Permanent
Minute Book	Permanent
Annual Return	Permanent
Statutory e-filings with MCA	Permanent
Corporate Filings with Stock Exchanges	5 years