

WILLIAMSON FINANCIAL SERVICES LIMITED

CIN : L67120AS1971PLC001358

Registered Office: Export Promotion Industrial Park,
Plot No.1, Amingaon, North Guwahai – 781031, Assam
Phone : 033-2243-5391/5393, 2210-1221, 2248-9434/9435,
Fax : 91-33-2248-3683, 2248-8114, 2248-6824
E-mail : administrator@mcleodrussel.com,
Website : www.williamsonfinancial.com

POLICY FOR PRESERVATION OF DOCUMENTS

[Pursuant to Regulation 9 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015
(Policy approved by the Board of Directors at its Meeting held on 4th November, 2015)

A. Documents whose preservation shall be permanent in nature:

All documents, as may be required to be kept permanently under the applicable statutes i.e. the Companies Act, 2013, the SEBI Act, 1992 and any Rules and Regulations thereunder and other laws.

B. Documents other than the above (inclusive of the disclosure documents with reference to Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 will be preserved for not less than eight years after completion of the relevant transactions / occurrence.

The documents shall be accessible to the Managing Director or Manager Company Secretary or any other Director or Officer or person performing work of the Company as may be authorised by the Board in this behalf.