



MANGALORE REFINERY AND PETROCHEMICALS LIMITED

Title: RECORD RETENTION POLICY

POLICY
DOCUMENT

Doc Code: RRP

Release No.: 1.0 Date: 5-7-2023

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RECORD RETENTION POLICY

Rev 1.0 Release Date 5-7-2023

Registered Office & Plant Address : Kuthethoor P.O., Via Katipalla, , Moodapadav,
Mangalore – 575 030 (India)
Telephone No. : (0824) 2270400
Fax No. : (0824) 2270013, 2270054, 2270028, 2270382
E-mail : mrplmr@mrpl.co.in
Website : www.mrpl.co.in

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CHANGE HISTORY & RECORD

Policy document Issue Details:

Issue No.	Issue Date	Particulars
1	5-7-2023	New release in line with GOI guidelines on retention of Documents/Records

Change Record:

S. No	Procedure / Page No.	Section/Procedure Affected	Brief Description Of Change
1	Not Applicable	Not Applicable	Not Applicable - New Issue



POLICY FOR RETENTION OF RECORDS

1 PREAMBLE:

- 1.1 This Policy (hereinafter referred to as “the Policy”) shall be called “Record Retention Policy” of Mangalore Refineries & Petrochemicals Limited-MRPL (hereinafter referred to as “the Company”).
- 1.2 This policy has been framed in compliance with the provisions of Regulation 9 of the SEBI (Listing obligations and Disclosure Requirements) Regulations, 2015 (hereinafter referred to as “Listing Regulations”) which requires every Listed Company to have a policy on preservation of documents/records approved by the Board of Directors.

2 OBJECTIVE OF THE POLICY:

- 2.1 The objective of the Policy is to ensure that all important documents/records, generated or received by MRPL, are adequately maintained and preserved in compliance with the applicable statutory provisions and to facilitate destruction of documents/ records that are no longer required, at an appropriate time.
- 2.2 The policy establishes the guidelines for management, retention and destruction of documents both in physical and electronic form by the company

3 SCOPE OF THE POLICY:

- 3.1 This policy is applicable to all documents/records generated or received by MRPL excluding Vigilance department, both in physical form as well as electronic form

4 DEFINITION

- 4.1 Documents / records” refers to all papers, records, writings, communications, circulars, registers, vouchers, agreements, sale deeds, licences, judgments, orders, approvals, registration certificates, building plans, etc. generated or received by MRPL in the course of its business either in physical form or in electronic form.
- 4.2 Documents / records generated or received in “electronic form” would include but not limited to emails and attachments, scanned papers, records, presentations, spreadsheets, databases, picture/ graphic files, computer generated faxes, calendars, network access files and internet usage files, etc.

5 RETENTION SCHEDULE OF DOCUMENTS/RECORDS

- 5.1 All the documents to be preserved in soft copy mode in cloud for a period of 30 years except the statutory documents.
- 5.2 Statutory documents should be preserved in physical form permanently and as soft copies in the cloud permanently

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6 AMENDMENT TO THE POLICY:

- 6.1 COD is authorized to amend the Record retention policy in case of any modification/ amendment / re-enactment of any existing acts, rules, regulations, guidelines, etc. or an enactment of any new act, rules, regulations, guidelines, etc., which are inconsistent with MRPL's Record retention policy. Such changes in the policy shall be presented to Audit Committee and Board for information.
- 6.2 Any other modification which is specific to MRPL Record Retention policy shall be put up to Audit Committee and Board for approval

7 EXCLUSIONS:

- 7.1 The Vigilance Department is excluded from this policy, as it is governed by CVC circular No: 17/09/2006-Admn dated 09.03.2006, along with subsequent revisions dated 13.10.2014.

8 DISCLOSURE ON WEBSITE:

- 8.1 The policy shall come into effect from 5-7-2023. A copy of the policy including amendments thereto shall be hosted on the website of the Company.

9 DOCUMENTS REFERENCED

- 9.1 Record Retention Schedule Common to all Ministries/ Departments, Govt. of India, 2012