

LIST OF SECRETARIAL DOCUMENTS MAINTAINED AS PER POLICY ON PRESERVATION OF DOCUMENTS AND ARCHIVAL RETRIEVAL POLICY

S. No	RECORD CATEGORY	TIME PERIOD OF RETENTION
1.	Corporate Certificates of Incorporation (Original or Restated), By-Laws (Original or Restated)	Till dissolution
2.	Amendments and Codes of Regulations	Maintained at Corporate Office
3.	Notice of the Meetings of Shareholders, the Board of Directors, and Committees Acting on Behalf of the Board of Directors	Till dissolution
4.	Minutes and Other Records of the Meetings of Shareholders, the Board of Directors, and Committees Acting on Behalf of the Board of Directors	Retain Permanently
5.	Share Transfer and Shareholder Records (Shareholder Ledger and Transfer Journals)	Maintained at Corporate Office Minimum - 30 Years Disputed - Permanently Surrendered Certificates – 3 years
6.	Cancelled Share Certificates, Closed Shareholder Accounts and Share Transfer Sheets	Maintained at Corporate Office Minimum - 30 Years Disputed - Permanently Surrendered Certificates – 3 years
7.	Dividend Cheques and Dividend Register	Maintained at Corporate Office, if paid in the past
8.	Written Communications and Financial Statements sent to Shareholders	Maintained at Corporate Office
9.	Annual Reports, Quarterly Reports and Proxy Materials	Maintained at Corporate Office
10.	Proxy Records (Proxies for Meetings of Shareholders)	Maintained at Corporate Office
11.	Shareholder Lists for Annual or Special Meetings, Voted Proxies, and Proxy Tabulations	Maintained at Corporate Office
12.	Final Executed Merger, Acquisition, and Divestiture Files	Maintained at Corporate Office
13.	Audit Reports	Maintained at Corporate Office 8 years immediately preceding a financial year

14.	Audit Work Papers, Audit Systems Documentation, and Internal Control Evaluations	Maintained with the Finance Team
15.	General Ledgers, Subsidiary Ledgers (Expense Ledgers), Ledger Controls (Accounts Receivable Subsidiary Ledger Controls), Journals and Journal Entries (Purchase Journals, HR Journals and Journal Entries), Books of Entry, Supporting Documents	Maintained in an Electronic mode by the Finance Team 8 years immediately preceding a financial year
16.	Annual Financial Statements	Maintained at Corporate Office 8 years immediately preceding a financial year
17.	Interim Financial Statements and Accounting Year-End Manuals	Maintained with the Finance Team 8 years immediately preceding a financial year
18.	Accounts Payable Records (Work Orders, Vouchers, Vendor Invoices, Receiving Reports, Check Requests, Travel Expense Records and Supporting Documentation, Cash Disbursement Journals)	Maintained in an Electronic mode by the Finance Team 8 years immediately preceding a financial year
19.	Accounts Receivable Records (Statements to Customers, Check Photostats and Remittance Advice, Aging Analyses, Deposit Slips, Cash Receipt Records) and Computer Listings (Paid Invoices and Zero Balance Reports, Offsetting Debits and Credits, Factory Listings of Invoice and Credits)	Maintained in an Electronic mode by the Finance Team 8 years immediately preceding a financial year
20.	Cancelled Cheques (Cancelled Voucher cheques)	Maintained with the Finance Team

For Schneider Electric President Systems Limited

Director