

TEJAS NETWORKS LIMITED
Corporate Identity Number (CIN): U72900KA2000PLC026980
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AMENDED AND RESTATED DOCUMENT RETENTION AND ARCHIVAL POLICY

Adopted by the Board of Directors on October 26, 2016, and amended on August 26, 2017

This document retention and archival policy (“**Policy**”) is framed in accordance with the requirement under Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, including any amendments thereof (hereinafter referred to as the “**LODR**”).

This policy deals with the retention and archival of documents of the Tejas Networks Limited (the “**Company**”).

1. Retention of Documents:

1.1 Documents required to be maintained in accordance with this Policy include records, filings, statutory records/registers, books of accounts, certificates, memoranda, e-mails, agreements and contracts, in paper or electronic form.

Retention of the documents may be in paper or electronic forms or in both forms depending on the statutory and business requirements.

2. Disclosures on the Company’s website:

The Company shall disclose on its website all such events or information which is required to be and has been disclosed to stock exchange(s) under the LODR, and such disclosures shall be hosted on the website of the Company for a period of five (5) years, and thereafter in the archives of the company for a period of two (2) years. These archives may be made available on a written request made to the compliance officer of the Company.

3. Statutory and other Records:

3.2 Minutes and board related documents: Minutes of meetings of the board of directors, the committees and shareholders shall be maintained in perpetuity. A copy of all documents including meeting agenda and presentations provided to the board of directors or committees of the board shall be maintained for a period of one (1) year. All declarations, forms, consents and undertakings received from the directors shall be retained for a period of eight (8) years.

3.3 Statutory registers and other documents required to be maintained pursuant to the applicable laws, shall be retained by the Company as per requirements prescribed thereunder.

3.4 Books of accounts and tax records: Books of accounts and tax documents shall be retained for at least eight (8) years following the completion of the relevant transactions or assessment year for which the documents were last used or as per the requirement of the applicable law.

3.5 Employee/personnel documents relating to recruitment, employment and personal information shall be retained for a period of one (1) year following the expiry/cessation/termination of employment of the employee/personnel concerned. Notwithstanding anything contained herein, any document/s which is/are statutory in nature, shall be maintained as per the timelines prescribed under the applicable law.

3.6 Intellectual property documents: Documents relating to the development and protection of intellectual property rights should be maintained for the life of such intellectual property right.

Contractual documents: Contractual documents shall be retained for at least one (1) year following the expiry or termination of the contracts.

3.7 Legal pleadings and judicial/quasi-judicial orders: Legal pleadings and judicial/quasi-judicial orders shall be preserved permanently.

4. Compliance

- 4.1. All employees are expected to fully comply with this policy and failure to do so may result in disciplinary action against the employee, including suspension or termination.
- 4.2. Queries if any, regarding this policy shall be addressed to the company secretary and the compliance officer of the Company.

5. Policy review

This policy shall be subject to review and changes as may be deemed necessary by the board of directors and to comply with any local, state, central legislations or other regulatory requirements, that may be promulgated from time to time.