



TECHNO ELECTRIC & ENGINEERING COMPANY LTD.

DOCUMENT PRESERVATION AND ARCHIVAL POLICY

This Document Preservation & Archival Policy (“**Policy**”), as adopted by the Board of Directors (“**Board**”) deals with the preservation/retention and archival of the corporate records and public disclosures of Infosys Limited (“**Company**”).

The Company is required to maintain certain types of corporate records for a specified period of time under applicable corporate/ securities laws, including but not limited to the SEBI (Listing Obligations and Disclosure Requirements), Regulations 2015 and the Companies Act, 2013 (“**Applicable Laws**”). There are certain types of records that need to be retained for a specified period of time, as identified below.

- a) Documents to be preserved permanently: The documents listed in Schedule I along with any other documents required legally shall be maintained and preserved permanently by the Company.
- b) Documents to be preserved for no less than eight (8) years: The documents listed in Schedule II along with any other documents required legally shall be maintained and preserved for no less than eight (8) years by the Company.
- c) Documents to be preserved for no less than three (3) years: All communications to the Board and committees of the Board with regard to calling of meetings.

Records may be preserved for longer periods of time where required under any other **Applicable Laws**.

Similarly, if an employee believes, or the Company requires that, Company records are relevant to litigation or potential litigation, then these records need to be preserved until the Legal Department advises otherwise. This Policy will be reviewed periodically by the senior management and amendments may be made, subject to approval of the Board, if and when required. The senior management may also review the policy on document retention to comply with any local, state, central legislations that may be promulgated from time to time.

The document retention shall also take into account the requirements for business continuity plan (BCP) in place from time to time.

Limitation, Review and Amendment

In the event of any conflict between the provisions of this Policy and of the **Applicable Laws**, the provisions of **Applicable Laws** shall prevail over this Policy. Any subsequent amendment / modification to the **Applicable Laws** shall automatically apply to this Policy.

The Board may review and amend this Policy from time to time, as may be deemed necessary.

Schedule I: Documents whose preservation shall be permanent in nature

S.No.	Document
1.	Incorporation documents
2.	Memorandum and articles of association
3.	Register of members along with the index
4.	Register of renewed and duplicate share certificates
5.	Register of charges
6.	Register of loans, guarantees, security and acquisition
7.	Register of investments made by the Company not held in its name
8.	Register of contracts or arrangements in which directors are interested
9.	Foreign register of members
10.	Minutes of proceedings of general meeting and resolutions passed by postal ballot, meeting of Board of Directors, creditors, committees of the Board of Directors and resolutions passed by circulation

Schedule II: Documents with preservation period of not less than eight years after completion of relevant transaction

S.No.	Document
1.	Books of account including relevant books and papers and financial statements
2.	Disclosures/ notices by a director of his interest
3.	Register of deposits
4.	Instrument creating a charge or modification
5.	Annual return and copies of all certificates and documents required to be annexed thereto
6.	Register of debenture holders
7.	The attendance register of Board & Committee Meetings