



**TRIDENT LIFELINE LIMITED**  
(Formerly Known As Trident Lifeline Private Limited)

# **TRIDENT LIFELINE LIMITED**

## **(CIN: L51909GJ2014PLC078227)**

### **POLICY FOR PRESERVATION OF DOCUMENTS & ARCHIVAL OF DOCUMENTS**

**[Framed under Regulation 9 & 30 (8) of SEBI (Listing  
Obligations & Disclosure Requirements) Regulations, 2015]**

## **1. PREFACE**

Regulation 9 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (hereinafter referred to as “Listing Regulations”) mandate listed entities to formulate an archival policy. SEBI has mandated all the listed entities to frame a policy on Preservation of Documents. Archival Policy as referred to in Regulation 30 (8) of the Listing Regulations forms part of this Policy.

## **2. OBJECTIVE OF THE POLICY**

2.1 In terms of Regulation 30(8) of Listing Regulations, Trident Lifeline Limited (“Company”) is required to disclose on its website all such events or information which has been disclosed to stock exchange where the securities of the Company are listed. Further, such disclosures shall be hosted on the website of the Company for a minimum period of 5 years and thereafter shall be treated as per the archival policy of the Company, as disclosed on its website.

2.2 Accordingly, Company has framed this policy duly adopted by the Board of Directors of the Company.

2.3 This policy would contain guidelines on how to identify documents that need to be maintained, how long certain documents should be retained, and how and when those documents should be disposed of, if no longer needed pursuant to the applicable statutory and regulatory provisions.

## **3. ARCHIVAL OF INFORMATION**

### **A. For events or information disclosed under Regulation 30 (8) of Listing Regulations:**

All events or information disclosed under Regulation 30 (8) and any other Regulations to the Stock Exchanges on which the Company is listed and hosted on the Company’s website shall be available on the Company’s website for a period of five years or for such period as may be mandated under law from the date of uploading of the same on the website. However, if the disclosure requires a longer storage, the same will be considered appropriately. On a quarterly basis all announcements/ disclosures on the website of the Company would be moved to the archival folder after a period of 5 years from the date on which such disclosures/ announcements were made. The archived folder would be available for a period of two years.

### **B. For disclosures made under other statutes/legislations**

- All information required to be uploaded on the Company’s website in pursuance of any other statute / legislation / regulation, shall be hosted on the Company’s website, in the form, manner and for such period as may be mandated by that statute / legislation / regulation etc.

- In cases where the concerned statute / legislation / regulation does not prescribe any period, the required data shall be hosted on the website for a minimum period of one year from the date of uploading or more if deemed necessary.

### **C. Removing records from website**

Any information/ form/ return/ document etc disclosed on the Website as per A or B above, may be removed/ deleted from the website after such disclosure period.

### **D. Archiving**

Post the disclosure period, the records removed from the website shall be placed in electronic archives. Depending upon the criticality/ importance of records being removed, the Company may retain those records having long term value in the archives for permanent/ specified period storage and to suitably deal with the records accordingly

## **4. SUSPENSION OF RECORD DISPOSAL IN THE EVENT OF LITIGATION OR CLAIMS**

In case the Company is served with any notice for request of documents or a governmental investigation or audit concerning the Company or commencement of any litigation against the Company, then disposal of documents shall be suspended until such time as the Top Management with the due advice from the legal counsel determine otherwise. Such documents shall be preserved until the completion of the judicial proceedings.

## **5. POLICY REVIEW & AMENDMENT**

5.1 This Policy is framed based on the requirements of Regulation 9 of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015.

5.2 In case of any subsequent changes in the Companies Act, 2013 or Regulations which makes any of the provisions in the Policy inconsistent with the Regulations, the provisions of the Act or Regulations would prevail over the Policy and the provisions in the Policy would be modified in due course to make it consistent with law.

5.3 This Policy shall be reviewed by the Board of Directors as and when any changes are to be incorporated in the Policy due to change in regulations or as may be felt appropriate by the Board. Any changes or modification on the Policy would be approved by the Board of Directors.

This policy has been adopted and approved by the Board of Directors and shall be effective from the date of listing of the company on BSE Ltd.