

**PRESERVATION OF DOCUMENTS AND
ARCHIVAL POLICY**

GOL OFFSHORE LIMITED

1. PREFACE:

As per Regulation 9 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company shall formulate a policy on Preservation of documents classifying them in at least two categories as follows:

- (a) documents whose preservation shall be permanent in nature;
- (b) documents with preservation period of not less than eight years after completion of the relevant transactions:

Provided that the Company may keep documents specified in clauses (a) and (b) in electronic mode.

AND

As per Regulation 30(8) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company shall formulate a policy on the Archival of documents and such policy shall be disclosed on the company's website.

The above provisions are applicable with effect from December 1, 2015.

In compliance of the provisions above, this policy on Preservation of Documents and Archival of documents has been collated in one policy document.

2. TITLE:

This Policy shall be called '**Preservation of Documents and Archival Policy of GOL Offshore Limited**'.

3. COMMENCEMENT:

The Policy shall come into existence with effect from the date at which the same is approved by the Board of the Company.

4. DEFINITION:

- a. "**Board**" means the Board of Directors of GOL Offshore Limited.
- b. "**Company**" means GOL Offshore Limited.
- c. "**Laws**" means Act(s), Rule(s), Regulation(s), Guideline(s), Circular(s), Notification(s) etc. or any enactment or statutory modification thereof,

which is applicable to the Company for the time being in force in relation to Preservation of Documents and Archival thereof.

- d. **“Listing Regulations”** means the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (including any amendments thereof).
- e. **“Policy”** means this Policy, as amended from time to time.
- f. **“Website”** means www.goloffshore.com.

5. SCOPE AND APPLICABILITY:

This policy shall extend to whole of the Company and shall be applicable to all the documents of the Company whether maintained in physical form or otherwise.

A. PRESERVATION OF DOCUMENTS:

5.1 Document(s) whose preservation shall be permanent in nature:

The document(s) whose preservation shall be permanent in nature shall be determined by each functional head for their respective department and shall be maintained in good condition and shall be kept at such place as may be decided by the respective functional heads.

5.2 Document(s) with preservation period of not less than eight years after completion of the relevant transaction(s):

The document(s) whose preservation shall be for not less than eight years after the completion of relevant transaction shall be determined by each functional head for their respective department and shall be preserved in accordance with the laws as may be applicable to the Company for the time being in force.

5.3 Document(s) with preservation period other than those mentioned above:

All those document(s) other than those mentioned above in 5.1 and 5.2 shall be preserved as per the directions of the respective functional heads.

Note: *All the document(s) referred above may be maintained in electronic form and such document(s) shall be saved on the Company’s server in such manner that their retrieval is easy and quick.*

5.4 Document(s) to be hosted on the website of the Company:

- The Company shall host such event(s) or information which is to be disclosed on the website of the Company and shall be in accordance of laws applicable to the Company for the time being in force;
- The onus of hosting such disclosure of event(s) or information on the website of the Company shall be on the respective functional heads of the Company.

B. ARCHIVAL OF DOCUMENTS:

5.5 Archival of document(s) maintained in physical form:

- All information and/ or document(s) pertaining to current financial year and for one preceding financial year shall be kept handy and maintained in such a manner that their retrieval is easy and quick.
- All documents pertaining to the period prior to one preceding financial year, shall be kept in good condition at least up to the minimum period specified for their maintenance/ preservation as per the applicable laws. The said records be also maintained in such a manner that their retrieval is easy and quick.

5.6 Archival of document(s) maintained in Electronic Form:

- All documents pertaining to current financial year and for one preceding financial year shall be maintained on server and Backup be maintained on scheduled time and day. The documents shall be maintained in such a manner that their retrieval is easy and quick.
- Back up of all documents pertaining to the period prior to one preceding financial year shall also be maintained on server, in good condition at least up to the minimum period specified for their maintenance/ preservation. The said records be also maintained in such a manner that their retrieval is easy and quick.

5.7 Archival of document(s) hosted on website of the Company:

All those document(s) which are required to be hosted on the website of the Company shall be hosted for a minimum period of 5 years or such other period as may be prescribed and thereafter it may be removed from the website of the Company and may be archived in such manner that its retrieval is easy and quick. The Backup of said information and/ or document(s) which is removed from the main website shall be maintained/ preserved in the server for a minimum period of 3 years or such other period as may be specified by the functional head and after expiry of the said period, the backup may be permanently removed from the server.

6. DISCLOSURE OF THE POLICY:

This policy shall be disclosed on the Company's website.

7. AMENDMENT:

The Board shall have the power to amend any of the provisions of this Policy, substitute any of the provisions with a new provision or replace this Policy entirely with a new Policy.
