

NICCO PARKS & RESORTS LIMITED

POLICY FOR PRESERVATION OF DOCUMENTS

Pursuant to Regulation 9 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company has formulated and adopted the Policy for Preservation of Documents at the Meeting of the Board of Directors held on 14.11.2015.

1) Purpose

The purpose of this Policy is to ensure that necessary records and documents of the NICCO PARKS & RESORTS LIMITED (NPRL) are adequately protected and maintained and to ensure that records that are no longer needed by NPRL or are of no value are discarded at the proper time. This Policy is also for the purpose of aiding employees of NPRL in understanding their obligations in retaining electronic documents - including e-mail, Web files, text files, PDF documents, and all Microsoft Office or other formatted files.

2) Policy

This Policy represents the NPRL's policy regarding the retention and disposal of records and the retention and disposal of electronic documents.

3) Administration

All documents which are required to be preserved and retained pursuant to the provisions of the several applicable statutory regulations will be preserved in consonance with the requirements of the such regulations, other documents which are of significant importance and the absence of which is likely to create impediments for smooth functioning of the company will be preserved on discretionary and need basis.

The onus of maintaining & preserving documents in compliance with the applicable Statutory Legislations will lie with the respective 'Head of Department' (HOD). The HOD's will be the 'Officer-In-Charge for the purpose of administration of this Policy and supervise and monitor the implementation of processes and procedures to ensure that this policy is in compliance with Local, State and Central laws applicable to the respective departments.

4) Applicability

This Policy applies to all physical & electronic records generated in the course of the NPRL's operation, including both original documents and reproductions