
Document Retention & Archival Policy

Ucartz Online Pvt. Ltd retention and archiving policy are responsible for looking after the personal data we collect, including information about our members, employees, event attendees, and people browsing our websites.

This policy is intended to define the organisation's responsibility to preserve documents and provide guidance to the employees in making decisions on data management. This policy is framed to systematically identify, categorise, maintain, retain, and destroy documents received or created in the regular exchange business.

The Company is required to maintain certain types of corporate records for a specified period. If a user found to have breached this policy, they may be subject to our disciplinary procedure.

All employees do expect to comply with this policy thoroughly.

All corporate records (whether electronic or paper) of the Company are retained for no less than three (3) years and may destroy after that.

Suppose an employee believes, or the Company requires that, Company records are relevant to litigation or potential litigation; in that case, these records need to be preserved until the Legal Department advice otherwise.

The policy should be reviewed periodically by the senior Management, and amendments affected the board's approval if and when practical difficulties encountered. The senior Management may also check the policy on document retention to comply with any local, state, central legislations that may promulgate from time to time.

Additionally, there are certain types of records that need to be retained for a longer period of time, as identified below:

Sl.No	Data/Record	Description
1	Board of Directors Records	Shall maintain Minutes of meetings of the Board of Directors in perpetuity. Shall keep a copy of all materials provided to the Board of directors or committees of the Board for no less than three (3) years.
2	Media communications and related documents	All press releases and publicly filed documents shall be maintained in perpetuity. Shall keep all events and press releases filled with the stock exchanges for no less than five (5) years on the company's website.
3	Accounting Records	Books of accounts and tax records should be retained for at least eight (8) years following the completion of the relevant transactions or assessment year for which last used the documents.
4	Employee Records	Records submitted by employees at the time of joining the company, including documents prepared by recruitment and talent teams (e.g. background verification reports, interview assessment notes, salary structures, approval notes, etc.) Records shall also include annual performance notes and appraisal documents, including letters of bonus issued. Should retain these records for three (3) years following the cessation of employment.

5	Intellectual Property Records	Should maintain documents relating to the development and protection of intellectual property rights for the life of such intellectual property right.
6	Contracts/Agreements	Execution copies of all contracts entered into by the Company should be retained for at least three (3) years following the contracts' expiry or termination.
7	Audit Records	All records submitted and accepted for audits other than statutory and tax audits, including but not limited to documents (including electronic records), including audit reports and audit plans conducted by auditors records, should be retained for at least eight (8) years.
8	Customer service requests	Records Any Service Requests raised by a customer for availing various services provided by the organization, including changes in the existing services, Should be retained for (3) three years

Applicability

The policy will apply to all Ucartz employees and cover all the departments operating under Ucartz. All employees are responsible for maintaining and preserving the documents and records generated in the activities undertaken, as per guidelines and processes laid down in this policy.

Responsibility

Every department is responsible for and owns the document it creates, uses, stores, processes or destroys. Departments shall develop and maintain a comprehensive list of documents that they currently hold, corresponding to this policy's data/ record categories.

In the event of a significant incident, the priority is the people's safety, followed by immediate action to rescue or prevent further damage to the records. Depending on the immediate threat, emergency response and recovery actions will take precedence over all other Company activities.

The Company has made appropriate provision for the backup of its digital collections. The backup copies are actively maintained to ensure their continued viability.

Failure to comply with this policy may result in disciplinary action against the employee, including suspension or termination.

Questions regarding this policy should be addressed to: info@ucartz.com.

Approved and authorized by.

Board of Directors on