



## **POLICY ON PRESERVATION OF RECORDS AND ARCHIVAL POLICY**

### **INTRODUCTION**

Pursuant to Regulation 9 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (hereinafter referred to as “The Regulations”), every listed Company shall frame a policy on preservation of documents. Further, Regulation 30(8) of the Listing Regulations requires the Company to frame the archival policy for website disclosures. This policy inter alia provides for preservation of documents where such preservation shall be of permanent nature and also documents with preservation period of not less than eight years after completion of the relevant transactions to which such document relates.

This Policy shall be applicable to the Company effective 1<sup>st</sup> December, 2015.

### **DEFINITIONS**

“Act” means the Companies Act, 2013 including any amendment or modification thereof.

“Board” means the Board of Directors of the Company or its Committee.

“Company” means Imagicaaworld Entertainment Limited (formerly known as Adlabs Entertainment Limited).

“Compliance Officer” means the Company Secretary of the Company who is responsible to perform duties as required under section 205 of the Companies Act 2013 and Regulation 6 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015.

“Director” means a person as defined in Section 2(34) of the Companies Act, 2013 and presently appointed as a Director in the Company.

“Document” means all business records of the Company in written, printed and recorded matter and electronic forms of records and includes summons, notice, requisition, order, declaration, form and register, whether issued, sent or kept in pursuance of the Companies Act 2013, SEBI Act 1992 or under any other law for the time being in force or otherwise, maintained on paper or in electronic form.

“Employees” shall mean the employees and office-bearers of the Company, including but not limited to Whole Time Directors.

**Imagicaaworld Entertainment Limited**  
(Formerly known as Adlabs Entertainment Limited)

Regd. Office: 30/31, Sangdewadi, Khopoli-Pali Road, Taluka Khalapur, District Raigad-410 203. T: +91-2192-279 900 F: +91-22-4068 0088  
Corporate Office: 9<sup>th</sup> Floor, Lotus Business Park, New Link Road, Andheri West, Mumbai-400 053. T: +91-22-4068 0000 F: +91-22-4068 0088  
Corporate Identity Number (CIN): L92490MH2010PLC199925 • Website: [www.imagicaaworld.com](http://www.imagicaaworld.com) • Email: [contactus@imagicaaworld.com](mailto:contactus@imagicaaworld.com)



“Regulations” shall mean SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015

“Stock Exchange or Exchanges” shall mean BSE Limited and National Stock Exchange of India Limited

Any other term not defined herein shall have the same meaning as defined in the SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015, Companies Act, 2013, Securities Contract Regulation Act or any other applicable law or regulations.

### **CLASSIFICATION OF DOCUMENTS**

- 1 Documents shall be classified in the following categories
  - a) Mandatory under governing laws
  - b) Non-Mandatory
- 2 Documents which are required to be mandatorily preserved for a stipulated minimum period of time under governing laws shall be preserved accordingly. Documents in respect of which no minimum maintenance timeline is stipulated under any of the laws shall be preserved in accordance with this policy.
- 3 All records and documents as provided herein shall be preserved for such time and period as may be provided herein.
- 4 Any change in the governing laws affecting the change in period of preservation of documents shall prevail over this policy.
- 5 The documents may be preserved in physical or electronic form.
- 6 An indicative list of the Documents and the timeframe of their preservation is provided in **Annexure** to this policy.

### **MANNER OF PUBLIC DISCLOSURE OF RECORDS**

**Imagicaaworld Entertainment Limited**  
(Formerly known as Adlabs Entertainment Limited)

Regd. Office: 30/31, Sangdewadi, Khopoli-Pali Road, Taluka Khalapur, District Raigad-410 203. T: +91-2192-279 900 F: +91-22-4068 0088  
Corporate Office: 9<sup>th</sup> Floor, Lotus Business Park, New Link Road, Andheri West, Mumbai-400 053. T: +91-22-4068 0000 F: +91-22-4068 0088  
Corporate Identity Number (CIN): L92490MH2010PLC199925 • Website: [www.imagicaaworld.com](http://www.imagicaaworld.com) • Email: [contactus@imagicaaworld.com](mailto:contactus@imagicaaworld.com)



The documents required to be published on the website of the Company shall be hosted under the “Investor Relation” section of the website of the Company till the stipulated duration of time as provided under the various laws in force or such longer time as the Board of Directors of the Company or Company Secretary of the Company so desire.

### **CUSTODY OF DOCUMENTS**

All documents shall be under the custody of respective head of the departments or as authorised by the Board of the Company.

### **AMENDMENTS TO THE POLICY**

The Board of Directors can amend this Policy, as and when deemed fit. In case of any amendment(s), clarification(s), circular(s) etc. issued by the relevant authorities, not being consistent with the provisions laid down under this Policy, then such amendment(s), clarification(s), circular(s) etc. shall prevail upon the provisions hereunder and this Policy shall stand amended accordingly from the effective date as laid down under such amendment(s), clarification(s), circular(s) etc.

### **GENERAL**

Notwithstanding anything contained in this Policy, the Company shall ensure to comply with any additional requirements as may be prescribed under any laws/regulations either existing or arising out of any amendment to such laws/regulations or otherwise and applicable to the Company, from time to time.

### **Annexure**

#### **Secretarial Records**

All minutes, statutory registers & other documents and records pertaining to General Meetings, Board Meetings and other Committee Meetings, SEBI & Stock Exchanges Records, Other Secretarial records including press releases and public filings and Land Records shall be preserved on permanent basis.

#### **Insurance records and loan documents**

- 1) All Insurance Records shall be preserved as per the terms and conditions of the Policies; and

**Imagicaaworld Entertainment Limited**  
(Formerly known as Adlabs Entertainment Limited)

Regd. Office: 30/31, Sangdewadi, Khopoli-Pali Road, Taluka Khalapur, District Raigad-410 203. T: +91-2192-279 900 F: +91-22-4068 0088  
Corporate Office: 9<sup>th</sup> Floor, Lotus Business Park, New Link Road, Andheri West, Mumbai-400 053. T: +91-22-4068 0000 F: +91-22-4068 0088  
Corporate Identity Number (CIN): L92490MH2010PLC199925 • Website: [www.imagicaaworld.com](http://www.imagicaaworld.com) • Email: [contactus@imagicaaworld.com](mailto:contactus@imagicaaworld.com)



- 2) All Loan availed by the Company related documents along with NOCs shall be preserved for a period of 8 years after the repayment of loan.

## **Legal Records**

### ***Mumbai***

All confidential agreements of non disclosure nature, all contract, agreements and other miscellaneous legal records and all documents pertaining to Intellectual Property Rights shall be preserved on permanent basis.

### ***Khopoli***

All miscellaneous licenses obtained from statutory authorities shall be preserved for 12 months after date of expiry of said license, all confidential agreements of non-disclosure nature and service agreements shall be preserved for 8 years after date of expiry of said agreements, Property records and Contracts/ Agreements and Permissions/ Clearances in respect of land and immovable properties shall be preserved on permanent basis at Khopoli location.

## **Taxation, finance and accounting records**

- 1) All Purchase Orders shall be preserved 8 years from completion of purchase;
- 2) All Taxation related records shall be preserved shall be retained for at least eight years from the date of filing the applicable return or such period of time as prescribed under Tax laws whichever is later;
- 3) Financial Statements including Audit Reports shall be retained permanently;
- 4) Books of Accounts & Vouchers shall be retained for a minimum period of 8 years.

## **IT Records and Emails**

### **1. Financial Data Storage & Archiving**

Backup is automated process. The software backup being used in our organization is “CA backup software”. The Backup being taken into Tape library for secondary storage and is maintained in a near DR at Andheri Office, Mumbai and DR on Amazon Web Services. As a rule ,all financial data being maintained for 7 years. The following backup method used for Imagicaa:-

- Full backup

**Imagicaaworld Entertainment Limited**  
(Formerly known as Adlabs Entertainment Limited)

Regd. Office: 30/31, Sangdewadi, Khopoli-Pali Road, Taluka Khalapur, District Raigad-410 203. T: +91-2192-279 900 F: +91-22-4068 0088  
Corporate Office: 9<sup>th</sup> Floor, Lotus Business Park, New Link Road, Andheri West, Mumbai-400 053. T: +91-22-4068 0000 F: +91-22-4068 0088  
Corporate Identity Number (CIN): L92490MH2010PLC199925 • Website: [www.imagicaaworld.com](http://www.imagicaaworld.com) • Email: [contactus@imagicaaworld.com](mailto:contactus@imagicaaworld.com)



- Incremental backup (Daily)
- Monthly backup
- Yearly Backup.
- **Full back**

This backup runs every Wednesday in a week that includes business critical VMDK, File server, SQL Database and Exchange backup.

This backup keeps in store for a month & used whenever and wherever the restoration requested.
- **Incremental backup(Daily)**

Incremental backup is being run after full backup From Thursday till next week of Tuesday.

This backup keeps in store for a month & used whenever and wherever the restoration requested
- **Monthly Backup**

This backup runs every Month end which includes business critical VMDK, File server, SQL Database and Exchange backup. .

This backup keeps in store for a Year & used whenever and wherever the restoration requested.
- **Yearly Backup**

Yearly backup runs at the end of every year which includes ALL Critical & non Critical VMDK, File server, SQL Database and Exchange backup.
- **Handling of Backed data Process**

Tape sent to offsite, near DR location (Mumbai) by internal transportation. Backup data packed properly with air bubble sheet or with foam to avoid damages and sealed properly with “confidential” sticker on the top of packages.

Tape once received at Mumbai office, immediately handed over to accounts department by IT Personnel. The tape maintained in a fire resistant safe locker system.

In case, Asset lost/ damage/theft during handling will be intimated to issuing station immediately and subsequently inquiry report will be prepared against cause for lost/damages/theft and issuing station retrieve same back up from server re process.

**Imagicaaworld Entertainment Limited**  
(Formerly known as Adlabs Entertainment Limited)

Regd. Office: 30/31, Sangdewadi, Khopoli-Pali Road, Taluka Khalapur, District Raigad-410 203. T: +91-2192-279 900 F: +91-22-4068 0088  
Corporate Office: 9<sup>th</sup> Floor, Lotus Business Park, New Link Road, Andheri West, Mumbai-400 053. T: +91-22-4068 0000 F: +91-22-4068 0088  
Corporate Identity Number (CIN): L92490MH2010PLC199925 • Website: [www.imagicaaworld.com](http://www.imagicaaworld.com) • Email: [contactus@imagicaaworld.com](mailto:contactus@imagicaaworld.com)



theme park • water park • snow park • hotel

- **Handling of Backed data Process for Amazon Web Services(AWS)**

SQL/Tally data stored and backed up for financial years are being stored in AWS online through secured S3 browser. The data should be kept and maintain in AWS for 7 years. AWS replicate this data in two different geographical locations.

## 2. E Mail Data Storage and Archiving

E Mail data stored in individual user system as PST file. IT department takes manual back up for selected users and stored in tape drives and use same handling process for near DR Mumbai.

## 3. Archiving of Ride and Attraction data

All Ride & Attraction data stored in Tape cartridges. Stake holder take manual back up and handed over to IT department for safe and secured storage of data in tape drives. IT uses same handling process for near DR Mumbai.

### Human Resources Records

NAME OF THE STATUTE	FORM	Nature of Records/Compliance	Preservation Time
Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 and Employment Exchanges (Compulsory Notification of Vacancies) Rules, 1960	ER -II	Annual return	Permanent
The Maternity Benefit Act,1961	KL&M	Annual Returns	Permanent
The Maternity Benefit Act, 1961	Form - 10	Maternity Register	For 10 Years
The State Labour Welfare Fund Act, 1965	F	Annual Statement of Contributions	Permanent
The State Labour Welfare Fund Act, 1965	Challan A I	payment of contribution (Jan to June and July to Dec	Permanent
The Minimum Wages Act, 1948	III	Annual Returns	Permanent
The Payment of Wages Act, 1936	IV	Annual Returns	Permanent
The Contract Labour (R&A) Act, 1970	XXV	Annual Returns by Employer	Permanent

**Imagicaaworld Entertainment Limited**  
(Formerly known as Adlabs Entertainment Limited)

Regd. Office: 30/31, Sangdewadi, Khopoli-Pali Road, Taluka Khalapur, District Raigad-410 203. T: +91-2192-279 900 F: +91-22-4068 0088  
Corporate Office: 9<sup>th</sup> Floor, Lotus Business Park, New Link Road, Andheri West, Mumbai-400 053. T: +91-22-4068 0000 F: +91-22-4068 0088  
Corporate Identity Number (CIN): L92490MH2010PLC199925 • Website: [www.imagicaaworld.com](http://www.imagicaaworld.com) • Email: [contactus@imagicaaworld.com](mailto:contactus@imagicaaworld.com)



theme park • water park • snow park • hotel

The Employees Provident Fund and Miscellaneous Provisions Act, 1952	Monthly ECR	Returns	Permanent
The Employees Provident Fund and Miscellaneous Provisions Act, 1952	5,10&12A	Monthly Return of employees	Permanent
		qualifying/leaving&monthly	Permanent
The State Shops & Establishments Act	G	Annual Return	for 10 years
The Professional Tax Act, 1976	Cheque	Monthly Remittance	Permanent
The State Shops & Establishments Act	AA	Renewal of Licence (Annual)	for 10 years
The National & Festival Holidays Act,1963	I&IV	Application for approval of holidays with list	for 10 years
The Payment of Bonus Act, 1965	D	Annual Return	for 10 years
The Contract Labour (R&A) Act, 1970	XXIV	Half Yearly Return	for 10 years
The Apprenticeship Act, 1961	APP-2	Half Yearly Return & quarduplicate	for 10 years
The Contract Labour (R&A) Act, 1970	XXIV	Annual Return	for 10 years
Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 and Employment Exchanges (Compulsory Notification of Vacancies) Rules, 1960	ER-I	Quarterly returns	for 10 years
The Professional Tax Act, 1976	5	Monthly Return	Permanent
Sexual Harrasment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013		Annual Return	for 10 years
The Employees' Compensation Act, 1923		WC Policy which has to renew every year	For 10 years
Standing Order Act, 1946		Certified Standing order copy	Permanent
The Equal Remuneration Act, 1976	Form D	Register of Employee	For 10 years
Income Tax Act 1961	192B	Monthly Remittance	For 10 years
	24Q	Quarterly returns	For 10 years
		<b>Other Records</b>	
		Inspection Book	Permanent

**Imagicaaworld Entertainment Limited**  
(Formerly known as Adlabs Entertainment Limited)

Regd. Office: 30/31, Sangdewadi, Khopoli-Pali Road, Taluka Khalapur, District Raigad-410 203. T: +91-2192-279 900 F: +91-22-4068 0088  
Corporate Office: 9<sup>th</sup> Floor, Lotus Business Park, New Link Road, Andheri West, Mumbai-400 053. T: +91-22-4068 0000 F: +91-22-4068 0088  
Corporate Identity Number (CIN): L92490MH2010PLC199925 • Website: [www.imagicaaworld.com](http://www.imagicaaworld.com) • Email: [contactus@imagicaaworld.com](mailto:contactus@imagicaaworld.com)



		Register of Fines	For 5 Years
		Register of Advance	For 5 Years
		Register of Deductions	For 5 Years
		Register of overtime	For 5 Years
		Approval of Electronic Record Keeping	Permanent
		24*7 working for female employee	Permanent
		Personnel Filing - Individual File	For 10 years

**Imagicaaworld Entertainment Limited**  
(Formerly known as Adlabs Entertainment Limited)

Regd. Office: 30/31, Sangdewadi, Khopoli-Pali Road, Taluka Khalapur, District Raigad-410 203. T: +91-2192-279 900 F: +91-22-4068 0088  
Corporate Office: 9<sup>th</sup> Floor, Lotus Business Park, New Link Road, Andheri West, Mumbai-400 053. T: +91-22-4068 0000 F: +91-22-4068 0088  
Corporate Identity Number (CIN): L92490MH2010PLC199925 • Website: [www.imagicaaworld.com](http://www.imagicaaworld.com) • Email: [contactus@imagicaaworld.com](mailto:contactus@imagicaaworld.com)