


OFFICE NOTE

Date: December 10, 2015

From: <b>Reena Shah</b> <b>Company Secretary &amp; Compliance Officer</b> Mumbai Office	To <b>Dr. B. Samal, Chairman</b> 
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Dear Sir,

**Sub: Signature on adopted policy for determination of Materiality of any event or information and policy for Preservation of Company's files/documents**

In terms of Regulation 30 and Regulation 9 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 dated September 02, 2015, all listed Companies whose equity and convertible securities are listed shall make disclosure of material events specified in Part A of Schedule III of the Listing Regulations and required to have a Policy in place for Preservation of Documents.

With reference to same, the company has adopted the policy on determination of materiality of any event or information and policy for preservation of documents in Board Meeting held on November 06, 2015.

You are requested to sign the enclosed policies to take on record.

Thanking You,

Yours faithfully

For IITL Projects Limited



**Reena Shah**  
Company Secretary & Compliance Officer

*Audit Committee  
to be informed  
Reena*

## IITL PROJECTS LIMITED

### POLICY FOR PRESERVATION OF DOCUMENTS

#### 1. Preface:

This Policy has been formulated in accordance with the Regulation 9 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Listing Regulations). The Board of Directors (the "Board") of IITL Projects Limited (the "Company") has approved the following Policy ("The Policy") of the Company in its meeting held on November 6, 2015, for preservation of Documents /Records maintained by the Company either in Physical Mode or Electronic Mode (hereinafter referred to as "the Documents").

#### 2. Objective of the Policy:

The purpose of this Policy is to ensure that the all the necessary documents and records of the Company are adequately protected and preserved as per the statutory requirements and to ensure that the records of the Company which are no longer needed or are of no value are discarded after following the due process for discarding the same. This Policy is also for the purpose of aiding employees of the Company in understanding their obligations in retaining and preserving the documents and records which are required to be maintained as per the applicable statutory and regulatory requirements.

#### 3. Definitions:

"Act" shall mean the Companies Act, 2013 and the rules framed thereunder, including any modifications, clarifications, circulars or re-enactment thereof.

"Board of Directors" or "Board" means the Board of Directors of IITL Projects Limited, as constituted from time to time.

"Company" means IITL PROJECTS LIMITED.

"Electronic Record(s)" means the electronic record as defined under clause (t) of sub-section (1) of section 2 of the Information Technology Act, 2000.

"Electronic Form" means any contemporaneous electronic device such as computer, laptop, compact disc, floppy disc, space on electronic cloud, or any other form of storage and retrieval device, considered feasible, whether the same is in possession or control of the Company or otherwise the Company has control over access to it.

"Maintenance" means keeping documents, either physically or in Electronic Form.

"Preservation" means to keep in good order and to prevent from being altered, damaged or destroyed.

"Regulations" means the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015

The words and phrases used in this Policy and not defined here shall derive their meaning from the Applicable Law.



