



Stock Holding Corporation of India Limited

January 07, 2015

Sharangouda G Patil
Managing Director
Karnataka State Souharda
Federal Cooperative Limited
Nirman Bhavan, Dr Rajkumar Road
1st Block, Rajajinagar,
Bengaluru- 560010

Dear Sir,

Sub: Information required regarding storage/preservation of customer application forms of e Stamping.

Ref: KSSFCL/E-STAMP/2014-2015/1648

This has reference to your letter dated December 17, 2014 on the above subject to our MD & CEO.

In this context, we would like to inform you that SHCIL has not received any clear guidelines from the government for retention of documents. In the absence of such guidelines, we believe that it would be appropriate to retain the customer application form issued for e-stamp for a period of at least one year from the date of issue of the e stamp. However, application forms for litigated/disputed matters etc may be retained for a longer period/ till the redressal of such dispute.

You may choose to dispose of the application form pertaining to e stamp by any appropriate method such as shredding etc.

Thanking You

Yours faithfully,

For Stock Holding Corporation of India Limited


Umesh Punde
Sr. Vice President