



# VAKSONS AUTOMOBILES LIMITED

## PRESERVATION OF DOCUMENTS & ARCHIVAL POLICY

<b>Approver</b>	<b>Board of Directors</b>
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## **PRESERVATION OF DOCUMENTS & ARCHIVAL POLICY**

### **PREAMBLE**

In terms of Regulation 9 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Listing Regulations), Vaksons Automobiles Ltd. (the Company) is required to formulate a policy for preservation of documents required to be maintained under the Listing Regulations in at least two categories as specified in the said Regulation.

In terms of Regulation 30(8) of the Listing Regulations, the Company is required to formulate an archival policy for all disclosures of events/information to the Stock Exchanges in terms of the Company's Policy for Disclosure of Events/Information and Determining of Materiality.

### **SCOPE:**

This policy shall govern the maintenance and preservation of documents as per applicable statutory and regulatory requirements.

### **OBJECTIVE**

The purpose of this policy is to establish the framework needed for effective preservation of documents and records of the Company required to be maintained under the Listing Regulations, in terms of Regulation 9 and also to archive any of the material of events or information which are disclosed by the Company to the Stock Exchanges prior to the period of five years in terms of Regulation 30.

### **POLICY FOR PRESERVATION OF DOCUMENTS**

1. Documents and Records of the Company required to be maintained under Companies Act 2013 and/or SEBI(Listing Obligations & Disclosure Requirement) regulations 2015 shall be classified in two categories as below :
  - a. Documents whose preservation shall be permanent in nature shall be preserved permanently by the Company subject to the modifications, amendments, addition, deletion or any changes made therein from time to time , an indicative list of these documents are specified in Annexure-A;
  - b. Other Documents shall be preserved for a period of not less than eight (8) years after completion of the relevant transactions the subject to the modifications, amendments, addition, deletion or any changes made therein from time to time, an indicative list of these documents are specified in Annexure-A.
2. The listing documents and records in physical form shall be in the custody of the Company Secretary.



3. The Company may keep the listing documents and records as specified above in electronic mode.
4. The Registrar and Share Transfer Agent shall ensure that the correct procedures are followed for maintenance of the Listing Records required to be maintained by them and provide an annual undertaking to the Company in this regard.

#### **ARCHIVAL POLICY**

Any disclosure of events or information which have been submitted by the Company to the Stock Exchanges under Regulation 30 of the Listing Regulations will be available on the website of the Company for a period of 5 years from the date of its disclosure and shall thereafter be archived from the website of the Company for a period of 3 years.

#### **DISCLOSURE/AMENDMENT**

This policy as amended from time to time shall be made available at the website of the Company. The right to interpret/amend/modify this Policy vests in the Board of Directors of the Company.

#### **SCOPE AND LIMITATION**

In the event of any conflict between the provisions of this Policy and the SEBI(Listing Obligations and Disclosure Requirement)Regulation 2015; Companies Act, 2013; Regulations or any other statutory enactments, rules as amended from time to time the provisions of such Regulations/ Companies Act, 2013 or statutory enactments, rules shall prevail over this Policy and the part(s) so repugnant shall be deemed to severed from the Policy and the rest of the Policy shall remain in force.



## ANNEXURE-A

### Indicative List

#### **A. PERMANENT PRESERVATION:**

- a) Common Seal,
- b) Minutes books of Board, General Meetings and Committee Meetings,
- c) Statutory Registers,
- d) License and Permissions,
- e) Statutory Forms and disclosures except for routine compliance,
- f) Scrutinizers' Report,
- g) Register of Members and
- h) Index of Members.

#### **B. TEMPORARY PRESERVATION UPTO 8 YEARS:**

- a) Annual Returns,
- b) Board Agenda and supporting documents,
- c) Attendance Register,
- d) Office copies of Notice of General Meeting and related papers,
- e) Office copies of Notice of Board Meeting / Committee Meeting, Notes on Agenda and other related papers,
- f) All notices pertaining to disclosure of interest of directors,
- g) Instrument creating a charge or modification,
- h) Books of accounts, financial statements etc. and
- i) Register of debenture holders or any other security holders.