

TVS SRICHAKRA LIMITED (TSL) Policy for Preservation of Documents  
{Pursuant to Regulation 9 of the SEBI (Listing Obligations and Disclosure  
Requirements) Regulations, 2015}  
**(Amended on 6th February, 2016)**

The Policy is being framed in compliance with the requirement stipulated under Regulation 9 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (the New Regulations) for preservation of documents.

**Documents whose preservation shall be permanent in nature**

1. Register of Investments not held in its own name by the Company
2. Register of Investments other than securities not held in name of the Company
3. Register of Members including an index of the names
4. Register of Renewed and Duplicate Share Certificates
5. Register of Contracts with related party and contracts and Bodies etc., in which Directors are interested.
6. Register of Directors & KMP
7. Register of Directors Shareholding
8. Register of loans, guarantee, security and acquisition made by the Company
9. Register of Common Seal
10. Register of documents and records destroyed
11. Register of transfer of shares
12. Register of transmission of shares
13. Register of transfer of debentures
14. Register in respect of SEBI Takeover Code
15. Minutes of Board or Committee Meetings
16. General Meeting minutes
17. Court Orders and CLB Orders

**Documents with preservation period of not less than eight (8) years after completion of the relevant transactions**

1. Register of Allotment
2. Register of charges
3. Registers of deposits
4. Register of payment of dividend
5. Attendance Register for meetings of the Board
6. Register of Proxies
7. Register of Inspection
8. Register of investor complaints
9. Books of Accounts and other relevant books, papers and financial statements
10. Annual Return and copies of all certificates and documents required to be annexed thereto.

**Documents to be preserved as long as they remain current or for not less than eight (8) years, whichever is later**

1. Disclosures received under SEBI Takeover Code
2. General Meeting records
3. Disclosures / Notices by a Director of his interest
4. Various Agreements
5. Certificate from Secretarial Auditors
6. Documents filed with ROC / MCA Portal
7. Copies of MOA / AOA
8. Certificates issued by ROC
9. Annual Reports
10. Replies to Show Cause Notice(s)

**Other Documents and Registers to be preserved**

<b>Nature of Document</b>	<b>Period of Preservation</b>
Register and Index of debenture holders	Not less than fifteen (15) years after completion of the redemption
Register of Employee Stock Option	Not less than fifteen (15) years from the date of exercise of options
Dividend Reconciliation Statement	As long as any dividend (interim or final) remains unclaimed
Scrutinizers Report on Postal Ballot and Office copy of the Notices relating to the same	Until the Resolution has been implemented or for a period of ten (10) years, whichever is later
Register in respect of SEBI (Prohibition of Insider Trading) Regulations, 2015	Five (5) years
All books and documents relating to the issue of share certificates, including the blank forms of share certificates	Normal Cases – Not less than thirty (30) years Disputed Cases - Permanent

All certificates surrendered to the Company shall immediately be defaced by stamping or printing the word “cancelled” in bold letters shall be destroyed after the expiry of three (3) years from the date on which they are surrendered, under the authority of a resolution of the Board and in the presence of a person duly appointed by the Board in this behalf.

### **Manner of Preservation and Maintenance**

1. Preservation and maintenance of documents, registers and records shall mean the maintenance of such documents, registers and records either physically or in electronic form as may be permitted under any law for the time being in force and will include the making of appropriate entries therein, the authentication of such entries and the preservation of such documents, registers and records.
2. Books of account and other relevant books, papers and financial statements for a period of not less than eight (8) financial years immediately preceding a financial year shall be kept at the Registered Office of the Company in accordance with the provisions of Section 128 of the Companies Act, 2013. Any decision to maintain the books of account and other relevant papers at a location in India other than the Registered Office shall be effected after complying with the requirements stipulated under Section 128 of the Companies Act, 2013.
3. Register of Members, debenture-holders and other relevant documents shall be maintained at the office of the Registrar and Share Transfer Agent.
4. Other statutory registers as specified under the Companies Act, 2013 or any other law shall be kept at the Registered Office of the Company
5. Other documents shall be preserved either at the Registered Office or such other location as may be decided by the Managing Director or Company Secretary
6. Documents preserved in electronic form shall be maintained in accordance with the IT Policy of the Company, as may be amended from time to time.