



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

**Veegaland Developers Limited**

### **Policy Control**

<b>Policy Name</b>	Policy on preservation and archival of documents
<b>Policy Owner</b>	Secretarial Department
<b>Version</b>	Version 1
<b>Dissemination</b>	Electronic/ Hard Copies/ Upload on the website
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**VEEGALAND DEVELOPERS LIMITED**

*(Formerly known as Veegaland Developers Private Limited)*

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CIN: U45201KL2007PLC021107



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## 1. INTRODUCTION

The Securities and Exchange Board of India (SEBI) vide its notification issued on 2nd September, 2015, has notified Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (the Listing Regulations) and the Listing Regulations came into effect from 1st December, 2015.

As per Regulation 9 read with regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, every listed company is required to have a policy for preservation of documents and archival process thereof, classifying them as documents whose preservation shall be permanent in nature and documents with preservation period of not less than eight years after completion of relevant transaction. Pursuant to the Regulation 9 of the Listing Regulations, the Board of Directors of Veegaland Developers Limited ("Company") has approved this policy for preservation of documents, maintained by Company either in physical mode or electronic mode. Pursuant to Regulation 30(8) of the Listing Regulations, the information and /or documents uploaded on the website shall be maintained for a period of 5 years from the date of upload or till the information are relevant, whichever is later.

## 2. DEFINITIONS

- a. "Board of Directors" or "the Board" means the Board of Directors of Veegaland Developers Limited, as constituted from time to time.
- b. "Company" means Veegaland Developers Limited.
- c. "Listing Regulations" shall mean Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and amendments thereof.
- d. "Policy" means Policy on preservation and archival of documents.
- e. "Documents" shall mean all papers, records, files, books of account, summons, notice, license, requisition, order, declaration, confirmation, evidentiary record, tapes, CDs, DVDs, electronic record, electronic mail, files uploaded on website, instrument, statements, agreements, deeds, permissions, press release, returns, official publication, report, policies, record, form, register, voucher, minute book, storage devices etc., whether issued, sent or kept in pursuance of the Act or under any law or regulation for the time being in force or otherwise, maintained on paper or in electronic mode.



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- f. “Applicable Law” means any law, rules, circulars, guidelines or standards binding on the Company, under which the preservation of the Documents has been prescribed.

All other words and expressions used that are not defined in this Policy, but defined in the SEBI Act, 1992, Companies Act, 2013, the Securities Contracts (Regulation) Act, 1956, the Depositories Act, 1996 and/or the rules and regulations made thereunder shall have the same meaning as respectively assigned to them in such Acts or rules or regulations or any statutory modification or re-enactment thereto, as the case may be.

### 3. PURPOSE OF THE POLICY

The purpose of this policy is to ensure that all the necessary documents and records of the Company including documents uploaded on website of 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 also aims at 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.

### 4. ADMINISTRATION AND DISPOSAL OF DOCUMENTS

The documents preservation schedule is detailed in the Annexure to this policy. The Chief Financial Officer (“CFO”) of the Company shall be in-charge for the administration of this policy and the implementation process and procedures to ensure that Documents Preservation Schedule is followed. The CFO has the authority to sub-delegate the above power to respective department heads to take decision for the preservation and destruction of documents for their department and ensure documents are preserved/destroyed as per the Documents Preservation Schedule given in Part A to the **Annexure I** to this policy.

The details of documents destroyed by the Company shall be recorded in the Register for Disposal of Records to be kept by employees who are disposing of the documents in the format prescribed in the **Annexure II** to this policy.

All other documents and records not mentioned in the annexure shall be preserved in accordance with applicable law. The respective department heads shall consult with legal and tax departments before disposing any documents/invoices/papers.

### 5. SUSPENSION OF DOCUMENTS DISPOSAL IN THE EVENT OF LITIGATION OR CLAIMS

In the event the Company is served with any notice for production of documents from any of the Statutory Authorities or any Litigation is commenced by or against



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the Company, then the disposal of documents which are subject matter of Notice / Litigation etc., shall be suspended till such time the matter is settled or resolved or disposed of. The Legal Team and/or department heads shall immediately inform their concerned team members for the suspension of further disposal of documents.

## 6. REVIEW & AMENDMENT

This policy shall be subject to review as may be deemed necessary and to comply with any regulatory amendments or statutory modifications and subject to necessary approval of the Board of Directors. In any circumstances, where the terms of this Policy differ from any existing or newly enacted law, rule, regulation or standard governing the Company, the newly enacted law, rule, regulation or standard will take precedence over this Policy until such time the Policy is changed to conform to the law, rule, regulation or standard.

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### **DOCUMENTS PRESERVATION SCHEDULE**

<b>Sl. No.</b>	<b>Part A (Documents to be retained for a minimum period of 8 years)</b>	<b>Part B (Documents to be kept permanently)</b>
1	Annual Returns	Certificate of Incorporation
2	Annual Reports	Certificate of change of name, if any
3	Attendance Registers of meetings of Board, Sub-committees & Members.	Common Seal
4	Proxy Forms	Memorandum and Articles of Association as amended from time to time
5	Consent & Resignation letters received from Directors	Counter folios of share certificates issued from time to time
6	Board Agenda and supporting documents	Minutes Book of meetings of Board, Sub-committees and members.
7	Office copies of notices of General Meetings and related papers	Circular Resolutions
8	Office copies of notice, agenda, notes on agenda and other related papers of Board Meetings / Committee Meetings	Statutory Registers
9	Books of Accounts, Ledgers and Vouchers	License & Permissions
10	Bank Statements	Agreements with stock exchange(s), depository (s) & Registrar and Transfer Agents (RTA).
11	Audited Annual financial statements	Scrutinizers Report
12	All documents under Listing Agreement	Statutory forms except for routine compliance
13	Documents on which the common seal of the Company has been affixed.	Central / State Government approvals received
14	Disclosures under takeover code	Court orders
15	Declaration by Directors under Sections 164 and 184 of the Companies Act, 2013.	Original purchase and sale agreements / deeds
16	Income Tax, Service Tax and tax exemption related documents	Records issued by Government Authority for owning properties
17	Bonus, Gratuity and Other Statutory Records	Material Agreements/Contract.
18	Documents related to postal ballots	Copyrights, Trade marks, industrial designs and patents etc. owned by Company.
19	Instrument creating charge or modification thereof.	
20	Insurance policies/claims under various policies.	
21	All press releases and publicly filed documents	
22	Correspondences with shareholders.	

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Sl. No.	Part A (Documents to be retained for a minimum period of 8 years)	Part B (Documents to be kept permanently)
23	Income Tax Returns and acknowledgements.	

## Annexure II

### Register for Disposal of Records

Sl. No.	Particulars of Document destroyed	Duration	Confirmation from Legal/Tax Department ("Yes/No")	Date and mode of destruction with initials of Authorized Person

