

# VIP CLOTHING LIMITED



(Formerly known as Maxwell Industries Limited)

## PRESERVATION OF DOCUMENTS POLICY

[Pursuant to Regulation 9 of the SEBI (LISTING OBLIGATIONS AND DISCLOSURE REQUIREMENTS) REGULATIONS, 2015]

Details of Amendments to the Policy				
Policy Change effective Date	Clause No.	Particulars of the Change	Board Approval Date	Version of Policy
<u>11.05.2017</u>		<u>Pursuant to change of name Company had change its name in its policies.</u>	<u>11.05.2017</u>	<u>1</u>

## 1. LEGAL FRAMEWORK

Regulation 9 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“**Regulations**”) mandates every listed Company to have a policy on Preservation of Documents maintained by the Company either in Physical mode or Electronic Mode.

The Board of Directors (“Board”) of the Company has approved the Policy on Preservation of Documents at its meeting held on 12<sup>th</sup> February, 2016. The Board shall have the power to change and/or substitute any of the provisions of this policy with the new provisions or replace the entire policy with a new policy.

## 2. DEFINITIONS

a. “**Board**” means Board of Directors of the Company.

b. “**Company**” means “VIP Clothing Limited (Formerly known as Maxwell Industries Limited)”.

c. “**Documents**” means all papers, records, files, books, accounts, deeds, registers etc., required to be maintained under any law or regulation for the time being in force in physical or in electronic form.

d. “**Listing Regulations**” Listing Regulations means Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”).

e. “**Policy**” means this “Preservation of Documents Policy”.

f. “**Preservation**” means to keep in good order and to prevent from being altered, damaged or destroyed.

## 3. OBJECTIVE OF THE POLICY

The objective of this Policy is to ensure that all the statutory documents, records and registers are preserved;

a) Permanently; or

b) for a period of not less than 8 years.

## 4. PRESERVATION OF DOCUMENTS

The Company shall preserve its documents as per the requirements and relevant provisions of the Companies Act, 2013, Secretarial Standards, Listing Regulations, 2015 and any other relevant rules, regulations as may be applicable from time to time.

As per the Policy, the Company shall maintain and preserve the Documents as follows:

- a. The Documents, as listed in Annexure I shall be maintained and preserved permanently by the Company.
- b. The Documents, as listed in Annexure II shall be preserved by the Company for the term not less than eight years after completion of the relevant transactions.

## 5. **MODE FOR PRESERVATION OF DOCUMENTS**

The Company may keep the documents as specified above in the following mode:

- a. Electronic Mode; and/or
- b. Physical Mode; as may be required under any governing law. In absence of any specific mention the official of the company responsible for maintenance of the Documents shall decide on mode of preservation.

Provided that preservation of documents shall be such that there is no possibility of tampering, alteration and destruction of the document.

The preserved documents must be accessible at all reasonable times. Access may be controlled by the concerned responsible person for preservation of the documents, so as to ensure integrity of the Documents and to prohibit unauthorized access.

## 6. **RESPONSIBILITY**

The respective Departmental Heads of the Company shall be responsible for preservation, maintenance and destruction of documents in terms of this policy, in respect of the areas of operations falling under the charge of each of them.

## 7. **DESTRUCTION OF DOCUMENTS**

Any time after the expiry of duration mandatorily required for preserving documents mentioned in **Annexure I**, the documents may be destroyed as per the instructions of respective departmental head. Every department shall maintain a register in which the employee or any other authorized person destroying the documents shall enter the details of the documents destroyed, date of destruction, mode of destruction, name of permitting authority and name of the person destroying the document in the format prescribed in **Annexure II**. The entry so made shall be authenticated by the departmental head.

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## ANNEXURE I

### DOCUMENTS REQUIRED TO BE PRESERVED PERMANENTLY

#### A. PERMANENT PRESERVATION:

- a. Common Seal
- b. Minutes books of Board, General Meeting and Committee Meetings
- c. Statutory Registers
- d. License and Permissions
- e. Statutory Forms and disclosures except for routine compliance
- f. Scrutinizer's Reports
- g. Register of Members
- 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.
- i. Register of debenture holders or any other security holders.

#### C. OTHERS:

As per applicable law.

**ANNEXURE II**

**SPECIMEN FORMAT OF THE REGISTER OF DOCUMENTS DISPOSED OFF / DESTROYED**

<b>PARTICULARS OF DOCUMENTS ALONG WITH THE PROVISION OF LAW</b>	<b>DATE OF MODE OF DESTRUCTION</b>	<b>INITIALS OF THE AUTHORIZED PERSON</b>

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