

TAAL ENTERPRISES LIMITED

POLICY ON PRESERVATION OF DOCUMENTS

1. PREAMBLE

TAAL Enterprises Limited (“Company”) seeks to formulate a Policy on preservation of documents. The Board of Directors of the Company has adopted this policy in compliance with Regulation 9 of SEBI (LODR), Regulations, 2015.

2. TYPE OF DOCUMENTS

The Company shall preserve documents as specified hereunder –

i. Documents whose preservation shall be permanent in nature as listed below:

Sr. No.	Type of Documents
1.	Certificate of Incorporation
2.	Certificate of commencement of business.
3.	Memorandum and Articles of Association.
4.	Minute Books of General Meetings, Board and Committee Meetings
5.	Register and Index of Members/ Shareholders of the Company
6.	Register of Contracts under the Companies Act, 2013
7.	Register of Charges under the Companies Act, 2013
8.	Register of Renewed and Duplicate Share Certificates under the Companies Act, 2013.
9.	Register of investments in securities not held in name of the Company under the Companies Act, 2013.
10.	Register of Directors & Key managerial personnel under the Companies Act, 2013.
11.	Register of Loans and investments by the Company under the Companies Act, 2013.
12.	Copies of contract of service with Managing Director or Whole-time Director.

ii. Documents with preservation period of Sixteen years after completion of relevant transaction as listed below:

Sr. No.	Type of Documents
1.	Vouchers/ Voucher register & books of accounts as per Section 2(13) of the Companies Act, 2013.
2.	Documents relating to Income Tax & Cost records as per laws applicable to the Company.

iii. Documents with preservation period of Eight years after completion of relevant transaction as listed below:

Sr. No.	Type of Documents
1.	Annual Returns (from date of filing with Registrar) under the Companies Act, 2013.
2.	Instrument creating charge or modification (from the date of satisfaction of charge) under the Companies Act, 2013.
3.	Notices in Form MBP-1 received from Directors along with any amendments thereto (from the date of the financial year to which it relates)