



**MAHARASHTRA SCOOTERS LTD.**

CIN -L35912MH1975PLC018376  
Regd. Office: C/o Bajaj Auto Limited,  
Mumbai- Pune Road, Akurdi, Pune 411 035 ( India)  
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## **MAHARASHTRA SCOOTERS LIMITED**

### **POLICY ON PRESERVATION OF DOCUMENTS**

<b>Approved by</b>	<b>Board of Directors on 19 October 2015</b>
<b>Reviewed by</b>	<b>Board of Directors on 15 March 2023</b>



## **POLICY ON PRESERVATION OF DOCUMENTS**

### **Background:**

1. As per Regulation 9 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (herein after referred to as SEBI Listing Regulations), a listed entity is required to have a policy for Preservation of documents, approved by the Board of directors, classifying them in at least two categories viz.-
  - (a) documents whose preservation shall be permanent in nature ;
  - (b) documents with preservation period of not less than eight years after completion of the relevant transactions

Such documents may be kept in an electronic mode.

2. The Companies Act 2013 along with Rules framed thereunder and SEBI Listing Regulations have prescribed certain registers, returns and records to be preserved by a company.

### **Policy:**

Taking into account the aforesaid provisions & other applicable legal provisions, the Policy on preservation of documents is being made as under:

1. Documents whose preservation shall be permanent in nature as per Annexure 1 – A.
2. Documents with preservation period of not less than eight years after completion of the relevant transactions, as per Annexure 1 – B.
3. The documents referred to above may be maintained in physical or electronic mode.
4. Custody of all such Registers / Records / Documents, except Register of Loans & Investments and books of accounts, shall be with the Company Secretary of the Company or such other person as may be specifically authorised by the Board for the purpose. Custody of Register of Loans & Investments and books of accounts shall be with the Chief Financial Officer of the Company or such other person as may be specifically authorised by the Board for the purpose.
5. Back-up of the records maintained in electronic mode may be taken on a periodic basis.
6. The documents after the expiry of the stipulated period for preservation, may be destroyed / extinguished with approval from the Chairman or the Managing Director and a register shall be maintained in an appropriate form, in physical



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or electronic mode, wherein brief particulars of the documents destroyed shall be entered.

7. The Chairman is authorised to make appropriate changes to the above policy & decide on the period for preservation for various other documents based on the law for the time being in force.
8. This Policy is subject to review from time to time.

#### **Annexure 1 – A**

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

- (i) Register and index of Members
- (ii) Foreign register of members
- (iii) Minutes of meetings
- (iv) Register of Loans and Investments
- (v) Register of charges
- (vi) Register of renewed and duplicate certificates
- (vii) Register of contracts or arrangements in which directors are interested
- (viii) Register of investments not held in Company's name
- (ix) Such other Registers / Records, as may be prescribed from time to time, required to be maintained permanently.

#### **Annexure 1 – B**

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

- (i) Register and index of debenture holders
- (ii) Copies of annual returns filed with the Registrar
- (iii) Foreign register of debenture holders
- (iv) Books of Accounts
- (v) Copies of Notices, Agenda, Notes on Agenda and other related papers
- (vi) Register of directors' attendance
- (vii) Register of deposits
- (viii) Copy of instrument creating / modifying charge
- (ix) Contract of employment with managing director / whole-time director
- (x) Notice of disclosure of interest from Directors and Key Managerial Personnel
- (xi) Such other Registers / Records, as may be prescribed from time to time

**Chairman**

**Pune  
15 March 2023**