

# YAAN ENTERPRISES LIMITED

**CIN: L63040MH1989PLC364261**

Registered Office: Shop-10, PL-22 Lakhani's Dolphin Sector-13, New Panvel  
Navi Mumbai Raigarh MH 410206 IN

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## POLICY FOR PRESERVATION OF DOCUMENTS

### 1. Introduction

The Board of Directors (the "Board") of "Yaan Enterprises Limited" (the "Company") has approved the Policy of Preservation of Documents maintained by Company. This Policy is in terms of Regulation 9 of the SEBI ( Listing obligations and Disclosure Requirements) Regulations, 2015 ( Listing Regulations).

### 2. Objective

The main objective of the policy is to ensure that all documents are preserved in compliance with the Listing Regulations, classifying them into two following categories:

- a) Documents whose preservation shall be permanent in nature;
- b) Documents with preservation period of not less than eight (8) years after completion of the relevant transactions.

### 3. Definitions

- i) "**Act**" means the Companies Act, 2013, Rules framed there under and any amendments thereto;
- ii) "**Board of Directors**" or "**Board**" means the Board of Directors of "Yaan Enterprises Limited", as constituted from time to time.

- iii) **“Company”**, **“This Company”**, **“The Company”**, wherever occur in the policy shall mean “Yaan Enterprises Limited”.
- iv) **“Current”** means running matter or whatever is at present in course of passage.
- v) **“Document”** includes summons, notice, requisition, order, declaration, form and register, whether issued, sent or kept in pursuance of the Companies Act, 2013 or under any other law for the time being in force or otherwise, maintained on paper or in electronic form.
- vi) **“Electronic Form”** means any contemporaneous electronic device such as computer, laptop, compact disc, floppy disc, space on electronic cloud, or any other form of storage and retrieval device, considered feasible, whether the same is in possession or control of the Company or otherwise the Company has control over access to it.
- vii) **“Maintenance”** means keeping Documents, either physically or in Electronic Form.
- viii) **“Listing Regulations”** means Securities and Exchange Board of India (Listing Obligation and Disclosure Requirements) Regulations, 2015 and any amendments thereto;
- ix) **“Policy”** or **“This Policy”** means, “Policy for preservation of Documents.”
- x) **“Preservation”** means to keep in good order and to prevent from being altered, damaged or destroyed.

#### **4. Interpretation**

Terms that have not been defined in this policy shall have the same meaning assigned to them under the Companies Act, 2013, SEBI Act, 1992 and Securities and Exchange Board of India ( Listing Obligations and Disclosures Requirements ) Regulations, 2015.

## 5. Role and Responsibilities

The respective departmental heads of the Company shall be responsible for maintenance and preservation of documents in terms of this policy which shall be reported annually to the Audit Committee of the Board of Directors of the Company.

## 6. Type of documents and time period for preservation

The Company shall maintain and preserve the documents as specified hereunder:

### A. Documents whose preservation shall be permanent in nature:

Sr. No.	Records
1.	Certificate of incorporation, all documents and information as Originally filed for incorporation of the company.
2.	Certificate for commencement of business
3.	Memorandum and Articles of Association
4.	Minute Books of General Meetings, Board and Committee Meetings.
5.	All Statutory Registers as required under Companies Act, 2013 and rules made there under.
6.	Prospectus or Letter of Offers issued by the Company, approvals of the Stock Exchanges relating to issue and listing of securities.
7.	All documents including the title deeds relating to variances properties / assets owned by the Company.
8.	All judicial decisions / notifications effecting the ownership, title or material aspects of business of the Company.
9.	All registrations or licenses under PF, ESI, Pollution Control Board, Labor department, Factory Department, DGFT, GJEPC, Income Tax, Sales Tax, Custom , Excise, RIICO and any other authorities

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

<b>Item No.</b>	<b>Records</b>
1.	Books of Accounts along with vouchers, bills and other supporting documents
2.	All records including returns, computation, challans relating to Direct , Indirect Taxes along with all returns and other supporting Papers.
3.	All forms, documents, Annual Returns and information filed with any Regulatory Authorities under the Companies Act, 2013 and Rules made there under .
4.	Agenda of the meeting of the Board of Directors, General Meetings and other relevant documents thereto.
5.	Dividend payment records
6.	All Notices, intimation, certificates, compliance reports, disclosures, statements and any other filing including press release and investor presentation etc. as required under SEBI ( Listing Obligations and Disclosure Requirements) Regulations, 2015 and other Rules , Regulations and circulars of SEBI.
7.	All Agreements, contracts, deeds, other related documents, show cause notice or any other notice received from any statutory, government departments, Judicial or Quasi-judicial authority etc., all documents pertaining to legal cases decisions, all cases for or against the Company.
8.	Any other documents as may be required to be maintained in terms of applicable law(s).

Provided further that the Company may keep the documents as specified above in electronic mode.

**7. General**

Notwithstanding anything contained in this Policy, the Company shall ensure to comply with any additional requirements as may be prescribed under any laws/regulations either existing or arising out of any amendment to such laws/regulations or otherwise and applicable to the Company, from time to time.

## **8. Amendment**

The Board of Directors of the Company reserves the right to amend or modify this Policy in whole or in part, as may be required under the Listing Regulations or any other laws applicable to the Company, at any point of time.