



## **AUTOLITE (INDIA) LIMITED**

CIN: L31506RJ1977PLC001738  
Registered office: D 469, Road No 9A,  
V.K.I. Area, Jaipur, Rajasthan  
Email id: [investors@autopal.com](mailto:investors@autopal.com)  
Website: [www.autopal.com](http://www.autopal.com)

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**'POLICY ON PRESERVATION OF DOCUMENTS'**

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## 1. Introduction

The Board of Directors (The “Board”) of Autolite (India) Limited (the “Company”) has adopted the following policy and procedures with regard to ‘Preservation of Documents’ as defined below. The Board may review and amend this policy from time to time.

This Policy will be applicable to the Company with effect from 1 December, 2015 in terms of Regulation 9 of Chapter IV of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“LODR”).

## 2. Policy Objective

To determine the documents required to be preserved of Autolite (India) Limited and to provide the archival policy of the Company for the documents hosted at the website of the Company.

## 3. Interpretation of the Policy

All the Words and expressions used in this Policy, unless defined hereinafter, shall have meaning respectively assigned to them under the SEBI’s LODR, 2015 and in the absence of its definition or explanation therein, as per the Companies Act, 2013 and the Rules, Notifications and Circulars made/issued thereunder, as amended from time to time.

## 4. Definitions

**“Authorised Person”** means any other person being so authorised by the Board of Directors of the Company including Managing Director and/or Whole time Director and/or Chief Financial Officer and/or Company Secretary and Compliance Officer of the Company.

**“Board of Directors or Board”** means the Board of Directors of Autolite (India) Limited, as constituted from time to time.

**“Company”** means a Company incorporated under the Companies Act, 2013 or under any other act prior to or after Companies Act, 2013.

**“Listed Entity”** means an entity which has listed, on a recognised stock exchange(s), the designated securities issued by it or designated securities issued under schemes managed by it, in accordance with the listing agreement entered into between the entity and the recognised stock exchange(s).

**“Policy”** means Policy on Preservation of Documents.

**“Website”** means [www.autopal.com](http://www.autopal.com).



5. **Policy**

The documents required to be preserved are classified in the following (3) three categories, namely:

- I. ***Documents to be preserved permanent in nature; [Annexure-A]***
- II. ***Documents to be preserved not less than (8) eight years; [Annexure-B] and***
- III. ***Documents hosted on the website to be preserved not less than (5) five years.[Annexure-C]***

6. **Preservation of Documents**

The documents which are required to be preserved as per the above stated Annexures shall be preserved either in physical copy or in electronic copy. The documents shall be preserved in good condition and in secured place in the office premises and Board may authorise a person to monitor the same.

7. **Time Limit for preserving the documents**

The Company shall preserve the documents given in Annexure A, B and C of the Policy within 2 days without any delays and shall maintain it in good condition.

8. **Disclosure to be made at the Website of the Company**

The Company shall disclose on its website all such events or information which has been disclosed to Stock Exchange(s) under the Disclosure of event and information policy of the Company, and such disclosures shall be hosted on the website of the Company at [www. autopal.com](http://www.autopal.com) for a minimum period of (5) five years.

Further in case of any change in the content of the website shall be updated within 2 working days from the date of such change in content.

9. **Archival Policy**

The documents required to be disclosed at the website of the Company shall be hosted on the website of the Company at [www.autopal.com](http://www.autopal.com) for a minimum period of (5) five years and thereafter shall be archived by the IT Department of the Company for a period not less than (3) three years.

10. **Disposal of documents**

The documents which are required to be preserved as per the policy shall after the term expired other than the documents mentioned in Annexure – A, shall be disposed off by the order of the Board and in the presence of at least 2 authorised persons. Further before disposing off the documents, it shall be preserved in the soft copy for future record, if deemed necessary.



## **11. Policy Review**

This policy shall be subject to review as may be deemed necessary and to comply with any regulatory amendments or statutory modifications.

- ❖ *Policy Adopted by the Board of Directors at its meeting held on November 14, 2015, The Policy adopted will be effective on the Company w.e.f December 01, 2015*

**BY THE ORDER OF THE BOARD  
FOR AUTOLITE (INDIA) LIMITED**

**Sd/-  
VISHAL AGARWAL  
COMPANY SECRETARY &  
COMPLIANCE OFFICER**



**Annexure-A**

**Documents to be preserved permanent in nature**

Following documents are required to be preserved permanent in nature and shall be modified from time to time as decided by the Board of Directors of the Company following the SEBI (LODR) Regulations, 2015, Companies Act, 2013 and all other applicable laws, rules and regulations made under various laws.

Sl.	Nature of documents
<b>Physical or Electronic Copy</b>	
1.	<ul style="list-style-type: none"><li>▪ Incorporation and Commencement certificates.</li><li>▪ Common Seal.</li><li>▪ Memorandum and Article of Association as amended from time to time.</li><li>▪ Annual Reports filed with ROC.</li><li>▪ Minutes of General, Board and Committee Meetings.</li><li>▪ Statutory Registers required to be maintained under Companies Act, 2013 and any act before and after Companies Act, 2013.</li><li>▪ Certified True copy of Board, Committee and General Meeting Resolution.</li><li>▪ Share Transfer Deeds and correspondence made thereof.</li><li>▪ Agreement with Stock Exchange(s).</li><li>▪ Agreement with Depositories.</li><li>▪ Agreements with other statutory bodies.</li><li>▪ Documents related to registration of Intellectual Property Rights.</li><li>▪ Documents related to acquisition and sale of property.</li><li>▪ Other agreements and Contracts related to property</li><li>▪ Charge related documents.</li></ul>
<b>Website</b>	
2.	<ul style="list-style-type: none"><li>▪ Details of business carried on by the Company.</li><li>▪ CIN of the Company.</li><li>▪ Terms and Conditions of appointment of Independent Directors.</li><li>▪ Composition of Various Committees of the Board.</li><li>▪ Code of Conduct for Board of Directors and Senior Management Personnel</li><li>▪ Various Policies required by the SEBI (LODR), 2015 and Companies Act, 2013</li><li>▪ Email Address and Contact Information of Authorized person of Grievance Redressal Cell</li><li>▪ Details of Share Transfer Agent of the Company.</li></ul>



**Annexure-B**

**Documents to be preserved not less than (8) eight years**

Following documents are required to be preserved for not less than (8) eight years and shall be modified from time to time as decided by the Board of Directors of the Company following the SEBI (LODR) Regulations, 2015, Companies Act, 2013 and all other applicable laws, rules and regulations made under various laws.

Sl.	Nature of documents
1.	<ul style="list-style-type: none"><li>▪ ITR and Computation</li><li>▪ Journal, Cash and bank vouchers.</li><li>▪ Sales and Purchase Book.</li><li>▪ Bank Statements.</li><li>▪ Insurance related documents.</li></ul>
2.	<ul style="list-style-type: none"><li>▪ Non Statutory Registers</li><li>▪ Quarterly Results filed with Stock Exchange(s)</li><li>▪ Quarterly Shareholding Pattern filed with Stock Exchange(s)</li><li>▪ Quarterly/Half Yearly Compliances filed with Stock Exchange(s)</li><li>▪ Prior Intimations made to stock Exchanges(s)</li><li>▪ Disclosure related to book Closures.</li><li>▪ Results of General Meetings.</li><li>▪ General, Board and Committee meeting attendance Registers.</li><li>▪ Disclosure related to change in composition of Board of Directors, Committees, KMP's.</li><li>▪ Disclosure related to change in details of Auditors of the Company.</li><li>▪ Disclosure related to change in Share transfer Agent.</li><li>▪ Details of Complaints received and correspondence made thereof</li><li>▪ Other event based Disclosures made to Stock Exchange(s).</li><li>▪ Resolution Passed by Circulation in lieu of Board or Committee Meetings.</li><li>▪ Proof of sending and delivery of notice of Board and Committee meeting Registers.</li><li>▪ Proof of sending Annual reports to the Shareholders of the Company.</li></ul>



**Annexure-C**

**Documents hosted on the website to be preserved not less than (5) five years**

Following documents are required to be hosted at the website of the company [www.autopal.com](http://www.autopal.com) for not less than (5) five years and shall be modified from time to time as decided by the Board of Directors of the Company following the SEBI (LODR) Regulations, 2015, Companies Act, 2013 and all other applicable laws, rules and regulations made under various laws.

Sl.	Nature of documents
1.	<ul style="list-style-type: none"><li>▪ Notice of meeting of Board of Directors where Financial Results are being discussed and/or approved.</li><li>▪ Copy of Annual Report.</li><li>▪ Quarterly Results.</li><li>▪ Shareholding Pattern.</li><li>▪ Details of Agreement entered into with media companies and/or their associates etc.</li><li>▪ Schedule of analyst or Institutions Investors meet and Presentations made thereof.</li><li>▪ Notices given to Shareholders by advertisement.</li><li>▪ Statement of deviation(s) or Variation (s) given by the Audit Committee regarding the endues of the proceeds of public issue, right issue and preferential issue etc.</li></ul>

**BY THE ORDER OF THE BOARD  
FOR AUTOLITE (INDIA) LIMITED**

**Sd/-  
VISHAL AGARWAL  
COMPANY SECRETARY &  
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