

PRIDE HOTELS LIMITED

POLICY ON PRESERVATION OF DOCUMENTS

<u>INTRODUCTION</u>

This policy is framed in accordance with the requirements of Regulation 9 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (SEBI LODR), which mandates listed entities to formulate a policy for the preservation of documents.

The objective of this policy is to ensure that all documents, records, and data belonging to the Company are preserved in a secure and accessible manner, based on their relevance and statutory requirements.

OBJECTIVE

- To categorize documents for preservation based on time periods.
- To ensure compliance with applicable legal and regulatory requirements.
- To ensure safe and secure disposal/destruction of records no longer required.

DEFINITIONS

"Act" means the Companies Act, 2013.

"Documents" includes papers, records, files, books, e-mails, notices, agreements, and registers maintained in physical or electronic form.

"Preservation" means maintenance of documents and records for future use or reference.

CATEGORIES OF DOCUMENTS

The documents shall be classified into the following categories for the purpose of preservation:

A. Documents to be preserved permanently:

- 1. Incorporation documents (e.g., Certificate of Incorporation, MoA, AoA)
- 2. Register of Members
- 3. Minutes of Board, Committee, and General Meetings
- 4. Statutory Registers under Companies Act
- 5. Documents relating to legal proceedings (until settled + minimum of 8 years)
- 6. Filings with stock exchanges and SEBI
- 7. Financial statements and audit reports

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•CIN No. U55200DL1983PLC219781 •Toll free: 1800 209 1400 •Tel.: +91-22-4037 2424 / 4037 2415 •E-mail: headoffice@pridehotel.com Regd. Off.: Pride Plaza Hotel, Asset 5A, Hospitality District, Delhi Aerocity, IGI Airport, New Delhi - 110037 Tel.: +91 11 7160 0700. *Website: www.pridehotel.com



Upc omling Properties:
Markesh	Daman	Bhavnagar	Dwaroka	Nainital	Jim Corbett	Bharuch	Halol	Jabalpur	Agra	Haldwani
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Suredimagar	Rojkot	Neemrana	Chandigarh	Dehradun	Mysore	Aurangabad	Gurugram	Bhopal	Bangalore	
Yavalmal	Lucknow	Varanasi	Rudraprayag	Kanpur	Ramnagar	Greater Nolda	Digha			
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8. Policies of the Company (as amended from time to time)

B. Documents to be preserved for not less than 8 years:

- 1. Books of account and related vouchers
- 2. Annual returns and ROC filings
- 3. Income Tax records
- 4. Employment records (post-separation)
- 5. Contracts and agreements (from the date of termination)
- 6. Correspondence with regulatory authorities
- 7. Records of CSR activities
- 8. Internal audit reports

MODE OF PRESERVATION

- Documents may be preserved either physically or in electronic format.
- All electronic records shall be maintained with appropriate security

DESTRUCTION OF DOCUMENTS

After the expiry of the prescribed retention period, documents may be destroyed in one of the following ways:

- Paper documents: shredded or incinerated.
- Electronic records: permanently deleted using secure deletion methods.

Destruction shall be carried out by authorized personnel only, and a log of destroyed documents shall be maintained.

RESPONSIBILITY FOR PRESERVATION

The respective **Departmental Heads** are responsible for the maintenance and preservation of documents in accordance with this Policy.



