

POLICY ON PRESERVATION OF DOCUMENTS

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.

OBJECTIVE

- ## DEFINITIONS

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

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

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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 Ahmedabad | Kolkata | New Delhi | Goa | Jalpur | Puri | Gangtok | Bhadrachalam | Mussoorie | Bengaluru | Chennai | Nagpur
 Pune | Indore | Udaipur | Anand | Bhopal | Sonmatti | Sasan Gir | Vadodra: Alkapuri, Manjhar, Haldwani | Kanakpur

Upcoming Properties:
 Rishikesh | Daman | Bhavnagar | Dwaraka | Nainital | Jim Corbett | Bharuch | Hatal | Jabalpur | Agra | Haldwani
 Surendranagar | Rajkot | Neemrana | Chandigarh | Dehradun | Mysore | Aurangabad | Gurugram | Bhopal | Bangalore
 Yammal | Lucknow | Varanasi | Rudrapur | Kanpur | Ramnagar | Greater Noida | Durgam

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

- MODE OF PRESERVATION**

- ## DESTRUCTION OF DOCUMENTS

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

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