



SIMRAN AGROVET LIMITED

CIN: U15400MP2017PLC043674

**POLICY ON
ARCHIVAL OF
DOCUMENTS**

1. INTRODUCTION

The Board of Directors of SIMRAN AGROVET LIMITED (“the Company”) recognizes the importance of maintaining proper records and documents in a safe, secure and easily retrievable manner. As the Company is in the process of bringing an Initial Public Offering (IPO) and will be subject to enhanced disclosure and compliance requirements, it is necessary to put in place a structured policy for archiving of documents. This Archival Policy is framed in accordance with the provisions of the Companies Act, 2013, applicable rules made thereunder, and the requirements of the Securities and Exchange Board of India (“SEBI”) regulations, as amended from time to time.

2. OBJECTIVE

The objective of this Policy is to ensure that the Company’s records, including documents, data and information created or received in the course of business, are preserved for the duration required by law and business needs, and thereafter archived in a secure manner. The Policy seeks to balance regulatory compliance, operational efficiency and the need to protect confidential information while also ensuring timely accessibility of records when required.

3. SCOPE

This Policy applies to all physical and electronic records maintained by the Company across its various departments, business units and functions. The records covered include statutory registers, minutes of meetings, corporate filings, financial statements, contracts, disclosures, policies, internal reports, correspondence and other documents that are relevant for regulatory, legal, accounting, taxation or business purposes.

4. PRESERVATION OF DOCUMENTS

The Company shall preserve documents either in physical or electronic mode for such period as may be prescribed under applicable laws, rules, and regulations. Certain records, such as statutory registers, minutes books, and other documents of a permanent nature, shall be preserved permanently. Other records, such as contracts, financial records, compliance-related documents and routine operational records, shall be preserved for a minimum of eight financial years or such longer period as may be required under applicable law.

5. ARCHIVAL OF DOCUMENTS

After the expiry of the statutory preservation period, documents may be archived in physical or electronic form. Archival shall be carried out in a manner that ensures their safety, confidentiality and easy retrieval when required. Electronic records shall be stored on secure servers or cloud systems with appropriate access controls and backup mechanisms, while physical records shall be retained at designated storage facilities with adequate security measures. Documents that are no longer required may be disposed of after obtaining necessary approvals, provided such disposal is in compliance with applicable laws.

6. GOVERNANCE AND RESPONSIBILITY

The responsibility for overseeing the implementation of this Policy shall rest with the Company Secretary or such other officer as may be authorized by the Board. The concerned departments shall be responsible for classifying records, determining the period of preservation and transferring documents to archival storage as per the guidelines. Regular checks shall be conducted to ensure compliance with this Policy and any deviation shall be reported to the management or the Audit Committee, as applicable.

7. COMPLIANCE AND DISCLOSURES

This Policy shall be disclosed on the website of the Company and a web link thereto shall be provided in the annual report of the Company.

8. REVIEW AND AMENDMENTS

The Board may review and amend this Policy as and when required, to align it with changes in applicable laws and regulations. In case of any conflict between the provisions of this Policy and applicable laws, the latter shall prevail.

9. EFFECTIVE DATE

The Policy shall become effective from the date of its adoption by the Board of Directors of the Company.