



SIMRAN AGROVET LIMITED

CIN: U15400MP2017PLC043674

**POLICY ON
PRESERVATION
OF DOCUMENTS**

1. INTRODUCTION

The Board of Directors of SIMRAN AGROVET LIMITED ("the Company") recognizes the importance of maintaining proper records and documents to ensure compliance with statutory, regulatory, and corporate governance requirements. As the Company is in the process of bringing an Initial Public Offering (IPO), it is essential to preserve its records systematically to safeguard the interests of shareholders, regulators, and other stakeholders. This Policy has been formulated in accordance with the Companies Act, 2013, applicable rules, and other regulations as may be applicable, including SEBI guidelines, to provide a structured framework for preservation of documents.

2. OBJECTIVE

The objective of this Policy is to ensure that all records, whether physical or electronic, are preserved for the period required under applicable laws and internal business needs. The Policy aims to:

- Ensure compliance with statutory and regulatory requirements;
- Protect sensitive, confidential, and proprietary information;
- Facilitate easy retrieval of documents when required for operational, legal, financial, or regulatory purposes; and
- Establish a standardized approach for systematic retention and disposal of documents.

3. SCOPE

This Policy applies to all records maintained by the Company across all its functions and departments. The records covered under this Policy include, but are not limited to: statutory registers, minutes of Board and Committee meetings, contracts, agreements, correspondence, financial statements, internal reports, policies, filings with regulatory authorities, and other documents relevant for corporate, legal, financial, or operational purposes. Both physical and electronic documents are included within the scope of this Policy.

4. PRESERVATION OF DOCUMENTS

The Company shall preserve documents in physical or electronic form for the period prescribed under applicable laws. Certain records, such as statutory registers, minutes books, and documents of historical or permanent value, shall be preserved permanently. Other records, including financial statements, contracts, compliance documents, and operational records, shall be preserved for at least eight financial years or such longer period as required by law or internal business needs. The period of preservation shall be determined based on legal, regulatory, and operational requirements.

5. RESPONSIBILITY AND GOVERNANCE

The overall responsibility for implementing this Policy rests with the Company Secretary or such other officer as may be designated by the Board. All departments are responsible for maintaining their records in accordance with this Policy, ensuring that documents are classified correctly, preserved securely,

and made accessible when required. Regular checks and audits shall be conducted to ensure compliance, and any deviation from the Policy shall be reported to the Board or the Audit Committee.

6. DISPOSAL OF DOCUMENTS

After the expiry of the prescribed preservation period, documents may be disposed of in a secure manner. Disposal shall be carried out only after obtaining appropriate approvals and ensuring compliance with applicable laws. Electronic records shall be deleted securely, and physical records shall be shredded or destroyed to prevent unauthorized access to confidential information.

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.