



POLICY ON PRESERVATION OF DOCUMENTS AND ARCHIVAL

{In compliance with the provisions of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015}

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Ownership	Secretarial and Compliance Department
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CONTENTS

1. Scope of this Policy.....	3
2. Objectives.....	3
3. Definitions.....	3
4. Classification of Documents	4
5. Mode and Manner of Preservation.....	5
6. Website Archival Policy.....	7
7. Custodians and Responsibilities	7
8. Disposal / Destruction of Documents	8
9. Limitation, Review & Amendment of the Policy	9
10. Miscellaneous.....	10
11. Annexure A	11
12. Annexure B	13
13. Annexure C	15

1. SCOPE OF THIS POLICY

Cian Healthcare Limited (hereinafter referred to as 'the **Company**') shall preserve and archive its documents and records in accordance with the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended from time to time ('**SEBI Listing Regulations**' or '**LODR**'), the Companies Act, 2013, and all other applicable laws and regulations.

This Policy on Preservation of Documents and Archival ('**Policy**') is formulated to address the requirements under Regulation 9 of the SEBI Listing Regulations, which mandates every listed entity to have a board-approved policy for the preservation of documents. Further, this Policy incorporates archival obligations arising from Regulation 30(8) relating to website archival of stock exchange disclosures, and Regulation 46 relating to the maintenance and updation of the Company's website, as well as applicable provisions of the Companies Act, 2013 and other applicable laws.

This Policy applies to all documents, records, data, and information (whether in physical or electronic form) that are created, received, or maintained by the Company or on its behalf in the course of its business operations and in compliance with applicable laws and regulatory requirements.

Since the Company is listed on the SME Exchange, the applicability of Regulation 46 and other corporate governance-related website disclosures shall be read subject to the exemptions available to SME listed entities under Regulation 15 of the SEBI Listing Regulations. However, the Company may voluntarily host additional disclosures on its website as a matter of good governance.

2. OBJECTIVES

The objectives of this Policy are:

- To ensure systematic, safe, and compliant preservation and archival of all corporate, statutory, secretarial, financial, and operational documents of the Company;
- To comply with the requirements of Regulation 9 of the SEBI Listing Regulations by classifying documents into prescribed categories based on their nature and statutory retention requirements;
- To fulfil the website archival obligations under Regulation 30(8) and Regulation 46 of the SEBI Listing Regulations, ensuring that all disclosures made to the Stock Exchange(s) are hosted on the Company's website for the prescribed minimum period;
- To protect the integrity and availability of documents and records that may be required in legal, regulatory, audit, or investigative proceedings;
- To ensure that documents which are no longer required are disposed of in a secure, orderly, and environmentally responsible manner following due process;
- To provide clarity to employees and officers of the Company regarding their responsibilities in maintaining, preserving, and managing records;
- To adopt best practices for physical and electronic record-keeping, including adequate back-up and cyber-security protocols for digital records; and
- To facilitate ease of retrieval of records for statutory, regulatory, audit, or business purposes.

3. DEFINITIONS

In this Policy, unless the context otherwise requires, the following terms shall have the meanings assigned to them:

- **"Act"** means the Companies Act, 2013 including the Rules, Schedules and clarifications issued by the Ministry of Corporate Affairs, as amended from time to time.
- **"Archival"** means the process of transferring documents from primary storage to secondary storage once they are no longer in regular use, but are required to be retained for compliance, regulatory, legal, or audit purposes.
- **"Board of Directors" or "Board"** shall mean the Board of Directors of Cian Healthcare Limited, as duly constituted from time to time.
- **"Category A Documents"** means documents whose preservation shall be permanent in nature, as specified in **Annexure A** to this Policy.
- **"Category B Documents"** means documents which shall be preserved for a period of not less than eight (8) years after completion of the relevant transactions, as specified in **Annexure B** to this Policy.
- **"Category C Documents"** means disclosures and information hosted on the Company's website under Regulation 30 and Regulation 46 of the SEBI Listing Regulations, required to be maintained for a minimum of five (5) years, as specified in **Annexure C** to this Policy.
- **"Company"** shall mean Cian Healthcare Limited.
- **"Company Secretary" or "Compliance Officer"** means the Company Secretary and Chief Compliance Officer of the Company or such other officer as designated under Regulation 6 of the SEBI Listing Regulations.
- **"Custodian"** means the officer or department designated as responsible for the preservation, custody, and maintenance of a particular category of documents under this Policy.
- **"Document" or "Record"** includes all documents, registers, books of accounts, contracts, correspondence, filings, returns, reports, registers, deeds, agreements, minutes, listing and/or trading approvals, applications, resolutions, electronic records, digital files, emails, data, and any other information, whether in physical or electronic form, maintained by the Company.
- **"Electronic Record"** means any document or record created, stored, generated, received, or sent in an electronic form, including but not limited to emails, digital files, scanned documents, databases, and records maintained on computer systems, servers, or cloud platforms.
- **"SEBI Listing Regulations"** means the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended from time to time.
- **"SME Exchange"** means a stock exchange designated as a small and medium enterprise exchange under the Securities Contracts (Regulation) Act, 1956, and includes BSE SME Platform and NSE Emerge Platform.
- **"Stock Exchange"** means the stock exchange(s) where the Company's securities are listed.
- **"Website"** means the official website of the Company.

All other capitalised terms used in this Policy but not defined herein shall have the meaning ascribed to such terms in the SEBI Listing Regulations, the Companies Act, 2013, or other applicable laws, as amended from time to time.

4. CLASSIFICATION OF DOCUMENTS

In terms of Regulation 9 of the SEBI Listing Regulations, the Board of Directors has approved the classification of documents of the Company into the following categories. Documents may be maintained in physical or electronic mode. The detailed list of documents under each category is set out in the Annexures to this Policy.

4.1 Category A – Documents for Permanent Preservation

Category A Documents are of constitutional, statutory, or foundational significance and shall be preserved permanently. These documents form the legal and institutional record of the Company and must be retained for the entire duration of the Company's existence and beyond, to the extent required by applicable law. Documents under this category are detailed in **Annexure A**.

Examples of Category A Documents include: Memorandum and Articles of Association, Certificate of Incorporation, Registers of Members, Minutes Books of all Board, Committee and General Meetings, Annual Reports, Statutory Registers maintained under the Companies Act, 2013, Listing Agreements, and Certificates of Listing.

4.2 Category B – Documents for Preservation for Not Less Than 8 Years

Category B Documents shall be preserved for a minimum period of eight (8) years after the completion of the relevant transaction(s) to which they relate. This period is aligned with the requirements of Regulation 9(b) of the SEBI Listing Regulations and Section 128 of the Companies Act, 2013. Documents under this category are detailed in **Annexure B**.

Examples of Category B Documents include: Books of accounts and supporting vouchers, Contracts and agreements (other than those falling under Category A), Board and Committee meeting agendas and supporting documents, Statutory returns and filings, Correspondence with regulatory authorities, Financial records, Tax filings, and Legal and litigation-related documents.

Provided that, in the event of any pending investigation, inquiry, audit, inspection, legal proceedings, or any directions from any court, tribunal, judicial authority or any other quasi-judicial authority, regulatory authority, or governmental body, the relevant documents shall be preserved until the final resolution or closure of such proceedings, irrespective of whether the prescribed minimum period has elapsed.

4.3 Category C – Website Disclosures (Minimum 5 Years)

All disclosures and information uploaded on the Company's website pursuant to Regulation 30 and Regulation 46 of the SEBI Listing Regulations shall be preserved and hosted on the Company's website for a minimum period of five (5) years from the date of such upload. Thereafter, such documents shall be archived as per the archival protocol set out in Clause 6 of this Policy. Documents under this category are detailed in **Annexure C**.

4.4 Determination of Category in Doubtful Cases

Where there is doubt or ambiguity regarding the appropriate category for a particular document, the Company Secretary and Chief Compliance Officer, in consultation with the Managing Director and/or the Board of Directors, shall determine the appropriate category, giving due regard to applicable laws, the significance of the document, and the principle of prudence. In such cases, the document shall be classified in the higher/more protective category until a final determination is made.

5. MODE AND MANNER OF PRESERVATION

5.1 Physical Records

Documents maintained in physical/paper form shall be:

- Stored in a safe, clean, and secure environment with adequate protection from fire, flood, theft, rodents, insects, and other hazards;
- Organised systematically with appropriate indexing and labelling to facilitate retrieval;

- Stored in locked cabinets, vaults, or strongrooms as appropriate to the sensitivity of the document;
- Access to physical records shall be restricted to authorised personnel only, in accordance with the access protocol specified by the Company Secretary and Chief Compliance Officer; and
- Original statutory documents (such as share certificates, title deeds, and original agreements) shall be stored in fireproof and/or secure vaults, as deemed appropriate.

5.2 Electronic/Digital Records

The Company may, in terms of Regulation 9 of the SEBI Listing Regulations and Section 120 of the Companies Act, 2013, maintain documents in electronic mode. Electronic records shall be:

- Stored on secure, dedicated, and access-controlled servers or cloud-based platforms approved by the Board/management;
- the records must be capable of being readable, retrievable and reproducible in printed form;
- the records are capable of being dated and signed digitally wherever it is required under the provisions of the Act or the rules made there under;
- the records, once dated and signed digitally, shall not be capable of being edited or altered;
- Maintained in non-editable or tamper-evident formats (such as PDF/A) to ensure integrity and authenticity of records;
- Backed up on a regular basis — all documents pertaining to the current financial year and the immediately preceding financial year shall be backed up at least weekly. Back-up of older records shall be maintained in good condition for the minimum period specified for their preservation;
- Protected through appropriate cyber-security measures, including access controls, encryption, firewalls, and intrusion detection systems, as may be prescribed or recommended by applicable law or industry best practices;
- Indexed and catalogued to enable prompt retrieval; and
- Maintained in a manner that ensures readability and accessibility throughout the prescribed retention period, including migration to newer formats or media as and when required.

5.3 Transition from Physical to Electronic

The Company may, at its discretion, digitise physical records for ease of storage, retrieval, and preservation. In such cases, the digitised record shall be maintained with full integrity and authenticity. The original physical record may be disposed of in accordance with the disposal procedure set out in Clause 8, subject to the satisfaction of the Company Secretary and Chief Compliance Officer that the electronic copy is complete and authentic. Where applicable law requires retention of the original physical document, the same shall be retained notwithstanding digitisation.

Notwithstanding digitisation, original statutory records, minutes books, statutory registers, title deeds, share certificates, instruments creating charge, executed agreements and any other document required to be preserved in original form under applicable law shall not be destroyed merely on the basis of availability of a scanned or electronic copy.

5.4 Off-site Storage and Third-Party Custodians

The Company may utilise third-party record management service providers or off-site storage facilities for physical or electronic records, subject to execution of appropriate confidentiality and data security agreements. The use

of third-party custodians shall not dilute the Company's obligations under this Policy or applicable laws. The Company shall retain a right of access and retrieval of all records at all times.

6. WEBSITE ARCHIVAL POLICY

This clause sets out the archival framework for information and disclosures maintained on the Company's website, in compliance with Regulation 30(8) and Regulation 46 of the SEBI Listing Regulations.

6.1 Disclosures under Regulation 30 (Stock Exchange Disclosures)

All material events and information disclosed to the Stock Exchange(s) under Regulation 30 of the SEBI Listing Regulations shall be simultaneously uploaded on the Company's website and shall be hosted on the website for a minimum period of five (5) years from the date of such disclosure. After the expiry of the said five-year period, such disclosures shall be transferred to an archival section of the Company's website or retained in the Company's internal document management system for the balance period applicable under Category B (i.e., 8 years from completion of relevant transaction), or for such longer period as may be required under applicable law.

The Company shall ensure that all such disclosures, including those made by subsidiaries that are material for the Company, are available on the website in a searchable, well-categorised, and accessible format.

6.2 Disclosures under Regulation 46 (Website Disclosures)

All information and documents required to be disseminated and maintained on the Company's website under Regulation 46(2) of the SEBI Listing Regulations (as amended vide the SEBI (LODR) (Third Amendment) Regulations, 2024) shall be hosted on the website for a minimum period as specified in the above mentioned Regulation, or as per this Policy, whichever is longer. Such information includes, inter alia, financial results, shareholding pattern, annual reports, corporate governance reports, contact details of key managerial personnel, policies, codes, and other mandatory disclosures.

6.3 Archival Post Five-Year Period

After the expiry of the five-year website hosting period, the Company Secretary and Chief Compliance Officer shall review the archived content and determine whether such documents are required to be retained further under this Policy or applicable law. Documents that need to be further retained shall be archived in the Company's internal document management system or off-site archival facility, ensuring continued accessibility and retrievability. Documents that no longer need to be retained may be disposed of in accordance with Clause 8 of this Policy.

6.4 Website Maintenance and Updation

The Company shall ensure that the contents of its website are correct, current and updated at all times. Documents and information required to be uploaded under the SEBI Listing Regulations shall be uploaded within the timelines prescribed thereunder. Further, any change in the content of the website shall be updated within two working days from the date of such change in content as required under Regulation 46(3) of the SEBI Listing Regulations, or within such other timeline as may be prescribed under applicable law. .

7. CUSTODIANS AND RESPONSIBILITIES

7.1 Board of Directors

The Board of Directors shall be responsible for:

- Approving and adopting this Policy and any amendments thereto;

- Ensuring that adequate resources and systems are in place for the preservation, archival, and disposal of documents as required under this Policy and applicable laws; and
- Overseeing the implementation of this Policy through the Company Secretary and Chief Compliance Officer.

7.2 Company Secretary and Chief Compliance Officer

The Company Secretary and Chief Compliance Officer shall be the primary custodian of all secretarial, statutory, and regulatory documents and shall be responsible for:

- Implementing and administering this Policy;
- Classifying documents into appropriate categories as per this Policy and applicable laws;
- Ensuring compliance with the website archival obligations under Regulations 30(8) and 46 of the SEBI Listing Regulations;
- Maintaining and updating the inventory of documents preserved under this Policy;
- Coordinating with all department heads to ensure adherence to this Policy;
- Proper custody, access controls, and security of all documents;
- Facilitating the disposal of documents after the expiry of the prescribed retention period; and
- Reporting any non-compliance, loss, or destruction of documents to the Board.

7.3 Chief Financial Officer

The Chief Financial Officer shall be the custodian of all financial, accounting, and tax-related documents and shall ensure their preservation in accordance with this Policy, the Companies Act, 2013, the Income Tax Act, 1961, the Central Goods and Services Tax Act, 2017, Integrated Goods and Services Tax Act, 2017, Union Territory Goods and Services Tax Act, 2017 and other applicable State GST Act, and/or such other applicable laws.

7.4 Department/Functional Heads

The heads of respective departments/functions shall be responsible for the preservation and maintenance of documents pertaining to their departments, in accordance with this Policy. They shall ensure that documents are promptly reported, classified, and handed over to the Company Secretary and Chief Compliance Officer or designated custodian, as applicable. They shall also ensure that no documents are destroyed without following the due process set out in Clause 8 of this Policy.

7.5 All Employees

All employees of the Company shall be responsible for maintaining the documents and records pertaining to their respective functions and responsibilities, and for cooperating with the Company Secretary and Chief Compliance Officer and their department heads in implementing this Policy. No employee shall, without prior authorisation, destroy, alter, suppress, or misplace any document of the Company.

8. DISPOSAL / DESTRUCTION OF DOCUMENTS

Documents may be disposed of or destroyed only after the expiry of the applicable retention period prescribed under this Policy and applicable laws, and subject to the following conditions and procedure:

8.1 Conditions for Disposal

- The relevant retention period for the document, as per this Policy and applicable law, has expired;

- There is no pending or anticipated investigation, inquiry, litigation, audit, regulatory action, or court/tribunal order in relation to the document or the transactions to which it relates;
- The disposal has been authorised in writing by the Company Secretary and Chief Compliance Officer or the Managing Director, or such other person as may be designated or prescribed under this Policy, as applicable; and
- In the case of Category A documents, they shall not be destroyed or disposed of, except where such disposal is expressly permitted under applicable law, or where the document is a duplicate/superseded copy and the original/current version is preserved, and in each such case, only with prior approval of the Board of Directors.

8.2 Disposal Procedure

(i) Identification: The custodian shall identify documents that have crossed the applicable retention period and are eligible for disposal.

(ii) Review: The Company Secretary and Chief Compliance Officer shall review the identified documents and confirm eligibility for disposal, including verification that no legal hold or pending proceeding precludes disposal.

Provided that where the Company Secretary and Chief Compliance Officer is himself the custodian of the documents proposed to be disposed of, the review under this sub-clause shall be carried out by the Managing Director / Chief Executive Officer, as the case may be, to ensure objectivity and avoid any conflict of interest.

(iii) Authorisation: Written authorisation for disposal shall be obtained as follows:

- Where the Company Secretary and Chief Compliance Officer is not the custodian of the documents: the Company Secretary shall obtain written authorisation from the Managing Director;
- Where the Company Secretary and Chief Compliance Officer is the custodian of the documents: written authorisation shall be obtained from the Managing Director.

(iv) Disposal: Physical documents shall be shredded or otherwise destroyed in a secure manner. Electronic records shall be permanently deleted/wiped from all storage media, including back-up systems.

(v) Record of Disposal: The Company shall maintain a Register for Disposal of Records containing details of documents disposed of, including their description, retention period, date of disposal, and the name of the officer who authorised disposal. The Register of Disposal of Records shall be maintained and preserved permanently.

8.3 Legal Hold

Notwithstanding the expiry of the retention period, all documents that are relevant to any pending or anticipated litigation, investigation, inquiry, or regulatory proceeding shall be placed under a legal hold and shall not be destroyed until such proceedings are finally resolved/concluded. The Company Secretary and Chief Compliance Officer shall maintain a record of all documents placed under legal hold.

9. LIMITATION, REVIEW & AMENDMENT

- In the event of any conflict between the provisions of this Policy and the provisions of the Act, the SEBI Listing Regulations, or any other applicable law, the provisions of the applicable law shall prevail over this Policy, and this Policy shall be deemed to stand amended to that extent.

- Any subsequent amendment, modification, circular or notification issued by the relevant authorities in respect of any provision of law or regulation referred to herein shall automatically apply to this Policy from the effective date as laid down under such amendment, modification, or circular, and this Policy shall stand amended accordingly.
- The Board of Directors shall review and assess the adequacy of this Policy at least once every year and make such amendments as may be deemed necessary, in order to ensure that it remains consistent with the Board's objectives, applicable laws and best practices from time to time.

10. MISCELLANEOUS

In case of any ambiguity or doubt in the interpretation of this Policy, the decision of the Board of Directors of the Company shall be final and binding.

ANNEXURE A
DOCUMENTS FOR PERMANENT PRESERVATION (CATEGORY A)

Sr.	Document / Record	Regulatory Reference
1.	Memorandum of Association (MoA) and all amendments thereto	Companies Act, 2013, S. 4–7
2.	Articles of Association (AoA) and all amendments thereto	Companies Act, 2013, S. 14
3.	Certificate of Incorporation and any Certificates of Change of Name	Companies Act, 2013, S. 7
4.	Register of Members (present and past) and Index of Members	Companies Act, 2013, S. 88
5.	Register of Debenture Holders and Index thereof	Companies Act, 2013, S. 88
6.	Minutes Books – Board of Directors meetings (including all committee meetings)	Companies Act, 2013, S. 118
7.	Minutes Books – Annual General Meetings, Extraordinary General Meetings, and postal ballot records	Companies Act, 2013, S. 118–119
8.	Annual Reports (including financial statements, Directors' Report, Auditors' Report)	Companies Act, 2013; SEBI Listing Regulation
9.	Audited Financial Statements (standalone and consolidated) and Auditors' Reports	Companies Act, 2013, S. 128–137
10.	Listing approval documents, listing applications, and correspondence with Stock Exchanges.	SEBI Listing Regulation, Regulation 9
11.	Certificates of Listing and other listing-related documents	SEBI Listing Regulation
12.	Register of Directors and Key Managerial Personnel	Companies Act, 2013, S. 170
13.	Register of Charges / Mortgages	Companies Act, 2013, S. 85
14.	Register of Investments of the Company not held in its own name	Companies Act, 2013, S. 187
15.	Register of Loans and Guarantees and Investments under Section 186	Companies Act, 2013, S. 186
16.	Register of Contracts or Arrangements in which Directors are interested	Companies Act, 2013, S. 189
17.	Records relating to Share Capital – issue of shares, forfeiture, buy-back, and share certificates	Companies Act, 2013; SEBI ICDR
18.	Title deeds and ownership documents for immovable properties	Transfer of Property Act

19.	Intellectual Property registrations – patents, trademarks, copyrights, and industrial designs (for the duration of validity + 8 years)	IP Laws
20.	Statutory Audit Reports, Internal Audit Reports and Cost Audit Reports	Companies Act, 2013
21.	Secretarial Audit Reports	Companies Act, 2013, S. 204; SEBI Listing Regulation, Reg. 24A
22.	Records pertaining to winding-up, merger, de-merger, or corporate restructuring	Companies Act, 2013; NCLT Rules
23.	Records of disposal of documents (Register for Disposal of Records)	This Policy, Clause 8.2(v)

ANNEXURE B

DOCUMENTS FOR PRESERVATION FOR NOT LESS THAN 8 YEARS (CATEGORY B)

Sr.	Document / Record	Regulatory Reference
1.	Books of Accounts – general ledger, cash books, journals, subsidiary books, supporting vouchers, bills, invoices, receipts, and payment records	Companies Act, 2013, S. 128; Income Tax Act, 1961, S. 44AA
2.	Statutory filings – annual returns (MGT-7/7A), financial statements filed with ROC (AOC-4), other e-forms	Companies Act, 2013
3.	Tax returns and filings – Income Tax, GST (GSTR-1, GSTR-3B, GSTR-9, GSTR-9C), TDS/TCS returns, and correspondence with tax authorities	Income Tax Act, 1961; GST Act, 2017
4.	Board meeting agendas and supporting documents (excluding minutes, which are Category A)	Companies Act, 2013
5.	Contracts, agreements, MoUs, and commercial arrangements (not falling under Category A)	Limitation Act, 1963
6.	Employment contracts, appointment letters, and HR documents	Labour Laws; Companies Act
7.	Correspondence with regulatory authorities (SEBI, ROC, MCA, BSE/NSE, RBI, etc.)	SEBI Listing Regulation; Companies Act
8.	Notices, circulars, and communications sent to shareholders, debenture holders, or creditors	Companies Act, 2013, S. 20; SEBI Listing Regulation
9.	Shareholder/investor complaints and resolutions	SEBI Listing Regulation; IEPF Rules
10.	Legal opinions, advice from counsels, and documents relating to litigation/disputes	Limitation Act, 1963
11.	Whistleblower complaints, vigil mechanism records, and investigation reports	Companies Act, 2013 – Section 177 (Vigil Mechanism); SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 – Regulation 22
12.	Policies and codes adopted by the Company and their amendments (other than those hosted on website)	SEBI Listing Regulation; Companies Act
13.	Insurance policies and claim records	Insurance Act, 1938
14.	Bank account documents, bank correspondence, loan documents, sanction letters, and charge-related documents	Companies Act, 2013, S. 77–87; Banking laws

15.	Documents related to issue of securities – prospectus/offer documents, allotment records, listing applications, SEBI correspondence	SEBI ICDR; Companies Act
16.	Records maintained under SEBI (PIT) Regulations, 2015 – structured digital database (UPSI log), trading window communications, pre-clearance records	SEBI PIT Regulations, Reg. 9A
17.	Related Party Transaction records and approvals	Companies Act, 2013, S. 188; SEBI LODR, Reg. 23
18.	Audit committee and other committee meeting papers, attendance records	Companies Act, 2013; SEBI LODR
19.	Corporate Social Responsibility records – CSR policy, annual action plan, CSR expenditure records, reports	Companies Act, 2013, S. 135
20.	Records maintained under PMLA, 2002	PMLA, 2002, S. 12

ANNEXURE C

WEBSITE DISCLOSURES – MINIMUM PRESERVATION PERIOD OF 5 YEARS (CATEGORY C)

(Pursuant to Regulation 30(8) and Regulation 46 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended)

Sr.	Document / Disclosure	Regulation Reference	Min. Hosting Period
1.	Disclosures of material events/information made to Stock Exchange(s) under Regulation 30 (Deemed Material and Materiality-based events)	Reg. 30(8)	5 years
2.	Shareholding Pattern (quarterly)	Reg. 31 & 46(2)(b)	5 years
3.	Annual Report (including Director's Report, Auditors' Report, Corporate Governance Report)	Reg. 34 & 46(2)(a)	5 years
4.	Policies and Codes – Materiality Policy, Insider Trading Code, Whistle Blower Policy, RPT Policy, Nomination Policy, Remuneration Policy, Preservation Policy, Risk Management Policy, etc.	Reg. 46(2)(h)(i)	5 years or for the duration they are in force + 5 years
5.	Brief profile and bio-data of Directors (including independent directors)	Reg. 46(2)(b1)*	For the tenure of director + 5 years
6.	Contact details of KMP authorised for Regulation 30 disclosures	Reg. 46(2)(b2)*	5 years
7.	Outcome of Board meetings and AGM/EGM proceedings	Reg. 30 & 44	5 years
8.	Statement of deviation or variation in use of funds raised through public issues/rights issues	Reg. 32 & 46(2)(m)	5 years
9.	Details of employee benefit schemes/ESOP/ESPS documents	Reg. 46(2)(p)*	5 years (*Third Amendment, 2024)
10.	Voting results and scrutinizer reports for general meetings	Reg. 44(3)	5 years
11.	All other information and documents mandatorily required to be hosted as per Regulation 46(2) of the SEBI Listing Regulations and applicable SEBI circulars	Reg. 46 generally	5 years

Note: The above list is indicative and not exhaustive. All information and documents required to be uploaded on the Company's website under the SEBI Listing Regulations, SEBI circulars, and other applicable laws shall be

hosted for the prescribed minimum period or as per this Policy, whichever is longer. The Company Secretary and Chief Compliance Officer shall maintain an updated inventory of all active website disclosures and their upload/archival dates.