



# **PRESERVATION OF DOCUMENTS CUM ARCHIVAL POLICY**

Prithvi Exchange (India) Limited

Effective from: 06.08.2022

Amended on : 14.02.2025

## **CHAPTER I- PRESERVATION OF DOCUMENTS**

### **INTRODUCTION**

The Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations") imposed certain obligations and disclosure requirements on all listed entities, one of the common obligations for all listed entities pursuant to Regulation 9 being to formulate and put in place a policy for preservation of documents.

### **DEFINITIONS**

**"Board"** means board of directors of the Company as constituted from time to time.

**"Company"** means Prithvi Exchange (India) Limited.

**"Document/s"** includes all papers, documents, agreements, filings, forms, memos, correspondences, records, files, books, etc., of the Company in physical or electronic forms.

**"Policy"** means this Policy on Preservation of Documents formulated by the Company.

### **CLASSIFICATION OF DOCUMENTS**

For the purpose of the Policy, the documents of the Company are classified as follows:

(i) Documents which need to be preserved permanently by the Company subject to the modifications, amendments, additions, deletions or any changes made therein from time to time. Provided that all such modifications, amendments, additions or deletions in the documents shall also be preserved permanently by the Company.

(ii) Documents with a preservation period of not less than the time period stipulated in the SEBI Listing Regulations and other laws and statutes applicable to the Company from time to time after completion of the relevant transactions subject to the modifications, amendments, additions, deletions or any changes made therein from time to time. Provided that all such modifications, amendments, additions or deletions in the documents shall also be preserved for the said period. This is currently eight (8) years.

### **MODES OF PRESERVATION**

(i) The Documents may be preserved in

- (a) Physical form or
- (b) Electronic Form

(ii) The employee of the Company required to preserve the Document shall be Authorised Person who is generally expected to observe the compliance of requirements of Applicable Law

(iii) The preservation of Documents should be such as to ensure that there is no tampering, alteration, destruction or anything which endangers the content, authenticity, utility or accessibility of the Documents.

(iv) The preserved Documents must be accessible at all reasonable times. Access may be controlled by Authorized Person with preservation, so as to ensure integrity of the Documents and prohibit unauthorized access.

## **DESTRUCTION OF DOCUMENTS**

After the expiry of the retention period, the preserved Documents may be destroyed in such mode as may be recommended by the authorized person and approved by the managing director of the Company. The details of Documents destroyed by the Company shall be recorded in the register of disposal of records to be kept by authorized persons who are disposing of the documents

## **REVIEW**

This Policy may be reviewed and amended from time to time by the Board, in line with the changing regulatory requirements, or in case the Company faces any practical difficulties in implementing the Policy.

## **CHAPTER II – ARCHIVAL POLICY**

### **INTRODUCTION**

The Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, (Listing Regulation) requires Listed Companies to disclose on its website all such events or information which has been disclosed to stock exchange(s) under Regulation 30 of the Listing Regulation and such disclosures shall be hosted on the website of the Company for a minimum period of 5 years and thereafter as per the Archival Policy of the Company, as disclosed on its website.

### **ARCHIVAL PROCESS**

- i. The events or information which has been disclosed by the Company to the Stock Exchange(s) under Regulation 30 of the new Regulations will be hosted on the website of the Company ([www.prithvifx.com](http://www.prithvifx.com)) for a period of five years from date of its initial posting/ hosting. These disclosures may be removed / deleted from the website after expiry of five years from the aforementioned date.
- ii. Subsequently, anyone intending to review archived information and events communicated to the stock exchanges may write to the Company Secretary and Compliance Officer of the Company.
- iii. This policy will be periodically reviewed and amended based on any changes in the laws, rules and regulations applicable to the Company from time to time or changes in internal processes.

This Policy shall be hosted on the website of the Company- <http://prithvifx.com/>