

POLICY ON PRESERVATION OF DOCUMENTS

OF

PRISTINE LOGISTICS & INFRAPROJECTS LIMITED

1. BACKGROUND

The SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (the “SEBI Listing Regulations”) *inter alia* mandate listed entities to frame policy(s) for preservation and archiving of documents.

2. PURPOSE

The purpose of this document is to formulate a policy for preservation of documents in accordance with Regulation 9 of the SEBI Listing Regulations to provide a framework for their adequate protection and preservation as per Applicable Laws (*defined below*).

3. DEFINITIONS

“Applicable Laws” means securities laws as defined under Regulation 2(1)(zf) of the SEBI Listing Regulations and other laws and statutes applicable to the Company, mandating preservation of documents.

“Board” means board of directors of the Company as constituted from time to time.

“Company” means Pristine Logistics & Infraprojects 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.

“Electronic Form” with reference to information means any information generated, sent, received or stored in media, magnetic, optical, computer memory, micro film, computer generated micro fiche or similar device.

4. SCOPE

All documents of the Company shall be maintained in compliance with the requirements of the Applicable Laws, including the SEBI Listing Regulations.

5. PRESERVATION OF DOCUMENTS

The Company is required to maintain certain types of corporate records for a specified period of time under applicable corporate/ securities laws, including but not limited to the SEBI Listing Regulations and the Companies Act, 2013 (“Applicable Laws”). There are certain types of records that need to be retained for a specified period of time, as identified below:

- (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 as specified in **Annexure- I**.

Provided that all such modifications, amendments, additions or deletions in the documents shall also be preserved permanently by the Company.

- (ii) Documents with preservation period of not less than eight years after completion of the relevant transactions as specified in **Annexure- II**
- (iii) Documents to be preserved for no less than three (3) years: All communications to the Board and committees of the Board with regard to calling of meetings.
- (iv) **Documents disseminated on website:** All such events or information which has been disclosed to stock exchange(s) under regulation 30 of SEBI Listing Regulations, such disclosures shall be hosted on the website of the listed entity for a minimum period of five (5) years.
- (v) Documents required to be preserved for a period not less than that stipulated under the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and other applicable laws, rules, and regulations, as amended from time to time, shall be maintained for such prescribed period from the completion of the relevant transaction. Provided that any modifications, amendments, additions, or deletions made to such documents shall also be preserved for an equivalent period.

6. MODES OF PRESERVATION

- The Documents may be preserved either in physical form or electronic form. The applicable provisions of law, rules and regulations with regard to electronic maintenance of records shall be adhered to by the Company.
- The officer(s) of the Company who is / are generally expected to observe the compliance of requirements of Applicable Laws shall be the person(s) responsible to preserve the Documents (authorised person)..
- The preservation of Documents should be in such a manner to ensure that there is no tampering, alteration, destruction or anything which endangers the content, authenticity, utility or accessibility of the Documents.
- The preserved Documents must be accessible at all reasonable times. Access may be controlled by the authorised person for preservation, to ensure integrity and confidentiality of the Documents and prohibit unauthorised access.
- The Company shall make appropriate provisions for back up of all Documents preserved both physically and electronically.

7. 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 Functional/ Departmental Heads 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 authorised persons who are disposing of the Documents. This applies to both physical and electronic Documents.

8. 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.

9. COMPLIANCE

All employees of the Company are required to comply with the provisions of this Policy. Failure to comply by any employee of the Company with this Policy may result in disciplinary action by the Company, including suspension or termination of employment.

Any queries regarding this Policy may be referred to the responsible person, who is in charge of administering, enforcing and updating this Policy.

10. INTERPRETATION

In any circumstance where the terms of this Policy are inconsistent with any existing or newly enacted law, rule, regulation or standard governing the Company, the said law, rule, regulation or standard will take precedence over this Policy.

11. CONFLICT IN POLICY

In the event of any conflict between this Policy and the provisions contained in the Applicable Laws, the provisions of Applicable Laws shall prevail.

12. EFFECTIVE DATE

The Policy shall become effective upon the listing of the Company's securities on stock exchanges.

Version Control:

Sr. No.	Version No.	Date of approval
1	V 1	May 23, 2026

For PRISTINE LOGISTICS & INFRAPROJECTS LIMITED


Company Secretary

Annexure- I**Documents preservation of which is permanent in nature**

S.No.	Section/Rules/Clause of Companies Act, 2013	Type of Document
1.	-	Documents and information filed with Registrar of Companies for incorporation of the Company
2.	-	Certificate of incorporation and certificate of change of name, if any
3.	Section 7(4)	Memorandum of Association and Articles of Association as amended from time to time
4.	Section 7(4)	Declaration in the prescribed form by an advocate, a chartered accountant, cost accountant or company secretary in practice, who is engaged in the formation of the company, and by a person named in the articles as a director, manager or secretary of the company, that all the requirements of the Companies Act, and the rules made thereunder in respect of registration and matters precedent or incidental thereto have been complied with.
5.	Section 7(4)	A declaration from each of the subscribers to the memorandum and from persons named as the first directors, if any, in the articles that he is not convicted of any offence in connection with the promotion, formation or management of any company, or that he has not been found guilty of any fraud or misfeasance or of any breach of duty to any company under the Companies Act or any previous company law during the preceding five years and that all the documents filed with the registrar for registration of the company contain information that is correct and complete and true to the best of his knowledge and belief.
6.	Section 7(4)	The address for correspondence till the registered office is established.
7.	Section 7(4)	The particulars of name, including surname or family name, residential address, nationality and such other particulars of every subscriber to the memorandum along with proof of identity, as may be prescribed.
8.	Section 7(4)	The particulars of the persons mentioned in the articles as the first directors of the Company, their names, including surnames

		or family names, the director identification number, residential address, nationality and such other particulars including proof of identity as may be prescribed.
9.	Section 7(4)	The particulars of the interests of the persons mentioned in the articles as the first directors of the Company in other firms or bodies corporate along with their consent to act as directors of the Company in such form and manner as may be prescribed.
10.	-	Agreements made by the Company with the Stock Exchanges and Depositories, etc.
11.	Rule 25(1)(f) of the Companies (Management and Administration) Rules, 2014 and Clause 8.1 of Secretarial Standard 1	Minutes of Board or Committee Meetings including Minutes of all Meetings of the transferor Company under a scheme of arrangement.
12.	Rule 25(1)(e) of the Companies (Management and Administration) Rules, 2014 and Clause 18.1 of Secretarial Standard 2	Minutes of General Meeting including Minutes of all Meetings of the transferor Company under a scheme of arrangement.
13.	Regulatory / business licenses, approvals, permits, etc.	Licenses, Certificate, and permissions obtained from any statutory authority.
14.	Any other material document(s), agreements, contracts, order issued by court or statutory bodies as may be required to maintain permanently by any laws / requirements of the Company	Order from Courts and any other regulatory authorities, intellectual property documents.
15.	Section 186(9) and Rule 12(1) of the Companies (Meetings of Board and its Powers) Rules, 2014	Register of loans, guarantee, security and acquisition of securities made by the Company in form MBP 2.
16.	Section 187(3) and Rule 14(1) of the Companies (Meetings of Board and its Powers) Rules, 2014	Register of investments not held in its own name by the Company in form MBP 3.

17.	Section 189(1) and Rule 16(1) of the Companies (Meetings of Board and its Powers) Rules, 2014	Register of contracts or arrangements in which directors are interested in form MBP 4.
18.	Section 189(1) and Rule 16(1) of the Companies (Meetings of Board and its Powers) Rules, 2014	Register of charges
19.	Section 88 and Rule 15(1) of the Companies (Management and Administration) Rules, 2014	Register of Members along with index of the names
20.	Section 88 and Rule 15(4) of the Companies (Management and Administration) Rules, 2014	Foreign register of members
21.	Section 88 and Rule 15(4) of the Companies (Management and Administration) Rules, 2014	Register of Renewed and Duplicate Share Certificates

Annexure- II

Documents with preservation period of not less than prescribed period or eight years after completion of the relevant transactions

Sl. No.	Document	Period
1.	Instrument creating charge or modification thereon.	8 years from the date of satisfaction of charge by the company
2.	Copies of all annual returns prepared under section 92 and copies of all certificates and documents required to be annexed thereto.	8 years from the date of filing with the Registrar of Companies.
3.	All notices in Form MBP-1 for disclosure of concern/ interest received u/s 184 of the Companies Act, 2013 and Rule 9(1) the Companies (Meetings of Board and its Powers) Rules, 2014.	8 years from the end of the financial year to which it relates
4.	The attendance register of Board & Committee Meetings.	8 financial years from the date of last entry made therein and may be destroyed thereafter with the approval of the Board.
5.	Office copies of Board Meeting Notices, Agenda, Notes on Agenda and other related papers of the company.	As long as they remain current or for 8 financial years whichever is later and may be destroyed thereafter with the approval of the Board
6.	Office copies of general meeting Notices, scrutinizers report and other related papers of the company.	As long as they remain current or for 8 financial years whichever is later
7.	Any other register /documents required by any law, for the time being in force.	8 financial years
8.	Books of Accounts.	8 financial years

9.	The postal ballot and all other papers or registers relating to postal ballot including voting by electronic means.	8 financial years
10.	All books and documents relating to the issue of share certificates, including the blank forms of share certificates under Rule 7(3) of the Companies (Share Capital and Debentures) Rules, 2014.	Not less than 30 years and in case of disputed cases shall be preserved permanently
11.	Tape recording(s) or other electronic recording mechanism used for Board meetings held through videoconferencing or audio-visual means under Rule 3(2)(d) of the Companies (Meetings of Board and its Powers) Rules, 2014.	8 financial years

