

ARCHIVAL POLICY

1. INTRODUCTION

This policy is primarily framed based on Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended from time to time (hereinafter referred to as “Listing Regulations”) pursuant to which all events or information which has been disclosed to stock exchange(s) under Regulation 30 of the Listing Regulations shall be hosted on the website of the Company for a minimum period of five years and thereafter as per the archival policy of the Company, as disclosed on its website, <https://www.hy-techengineers.com>

The board of directors of Hy-tech Engineers Limited (“**Board**” and “**Company**”, respectively) in pursuance of Regulation 9 and Regulation 30(8) of the Listing Regulations and other applicable provisions (including any statutory enactments / amendments thereof), adopted policy for preservation of documents and archival policy vide its Board meeting held on 13th February 2025 (“**Policy**”).

2. OBJECTIVE

The objective of this policy is to prescribe a policy for archival of disclosures of events or information which has been disclosed to the stock exchange(s) under Regulation 30 of the Listing Regulations.

3. DEFINITIONS

“**Act**” shall mean the Companies Act, 2013 and the rules framed thereunder, including any modifications, clarifications, circulars or re-enactment thereof.

“**Board of Directors**” or “**the Board**” means the Board of Directors of Hy-tech Engineers Limited, as constituted from time to time.

“**Listing Regulations**” means the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended from time to time.

“**Documents**” includes all papers, documents, agreements, filings, forms, memos, correspondences, records, files, books, etc., of the Company in physical or electronic forms.

“**Policy**” means this Archival Policy of the Company, as amended from time to time.

Any other terms not defined herein shall have the same meaning as defined in the Act, Listing Regulations or any other applicable law or regulation to the extent applicable to the Company.

4. ARCHIVAL REQUIREMENT

The Company shall disclose events and information to the stock exchanges in line with the Company's Policy on Determination of Materiality of Events and as per the SEBI Listing Regulations, shall also disclose on its website all such events or information which has been disclosed to stock exchange(s) under Regulation 30(8) of the SEBI Listing Regulations, and such disclosures shall be hosted on the website of the Company for a period of 5 years. Thereafter the same shall be archived so as to be available for retrieval for a further period of three years by storing the same on suitable media. Thereafter the said information, documents, records may be destroyed as per the policy on preservation of the documents.

5. AMENDMENT AND REVIEW OF THE POLICY

The Board, subject to applicable laws, is entitled to amend, suspend or rescind this Policy at any time. Any difficulties or ambiguities in the Policy will be resolved by the Board in line with the broad intent of the Policy. The Board may also establish further rules and procedures, from time to time, to give effect to the intent of this Policy.