

POLICY ON PRESERVATION OF DOCUMENTS

I BACKGROUND

SEBI (Listing Obligations and Disclosure Requirements), Regulations, 2015 (“**Listing Regulations**”) require every listed company to formulate a policy for preservation of documents.

In this context, the following policy has been framed by the Board of Directors (“**Board**”) of Hy-tech Engineers Limited (“**Company**”) at its meeting held on 13th February 2025 with the objective of classifying various documents, records and registers for the purpose of maintenance and preservation of the documents of the Company.

The documents that are required to be maintained under this Policy are preserved considering their importance, usefulness and information. The Company recognises that all the documents, whether in physical or Electronic Form, form an important and integral part of the Company’s records. The preservation of Documents is important in order to ensure immediate access to the records, its retrieval and authentication

II OBJECTIVE OF THE POLICY

The objective of this Policy is to classify the documents, records and registers of the Company in the following categories:

- (a) Documents to be preserved permanently; and
- (b) Documents to be preserved for a period of not less than 8 (eight) years after completion of the relevant transactions.

III DEFINITIONS

“**Authorized Persons**” means the respective functional/ departmental heads of the Company.

“**Documents**” refers to papers, notes, agreements, notices, advertisement, requisitions, order, declarations, forms, correspondence, minutes, indices, registers and or any other record, required under or in order to comply with the requirements of any applicable law, whether issued, sent, the time being in or otherwise, maintained on paper or in Electronic Form received or kept in pursuance of the Act or under any other law for and does not include multiple or identical copies.

“Chief Financial Officer” means the chief financial officer appointed by the Company from time to time.

“Compliance Officer” means the compliance officer appointed by the Company from time to time.

“Electronic Form” means any electronic device such as servers, computer, laptop, compact disc, floppy disc, pen drive, space on electronic cloud or any other form of storage and retrieval device, considered feasible, whether the same is in possession or control of the Company or otherwise the Company has control over access to it

“Preservation” means maintenance of Documents, files and records in usable form in good order and to prevent them from being altered, damaged or destroyed.

IV **PRESERVATION OF DOCUMENTS**

- (a) The Company shall preserve all its Documents as per the requirements and provisions of the Companies Act, 2013 and the rules made there under, the secretarial standards, the Listing Regulations and any other law, rules, regulations as may be applicable to the Company from time to time.
- (b) The Authorized Persons shall be responsible for maintenance and preservation of Documents in respect of the areas of operations falling under the charge of each of them, in terms of this Policy. The Compliance Officer of the Company will be responsible for administration and compliance of this Policy.
- (c) Illustrative list of Documents to be maintained permanently:

The Company shall maintain the follows documents on a permanent basis:

- (i) Documents filed with ROC for incorporation of the Company
- (ii) Certificate of incorporation including all fresh certificates of incorporation, certificate of commencement of business, if any, and common seal.
- (iii) The original signed and stamped memorandum of association and the articles of association of the Company and updated from time to time.

- (iv) Minutes of general meetings, board meetings and various committee meetings;
 - (v) Statutory registers required to be maintained under the Companies Act, 2013, including but not limited to Register of members along with index Register of Contracts, Register of Charges, Register of Investments, etc;
 - (vi) Annual reports of the Company
 - (vii) Court orders;
 - (viii) Licenses issued and permissions by statutory and regulatory authorities
 - (ix) Intellectual property documents shall include, but shall not be limited to copyrights, trademarks, patents, and industrial designs.
 - (x) Any other records as may be decided by the Chief Financial Officer of the Company from time to time
 - (xi) Any other records / Documents as may be required to be preserved under any law from time to time or which will have a permanent value for the Company even after the expiry of the of legal preservations period.
- (d) Illustrative list of Documents to be maintained for at least eight financial years:
- (i) Books of accounts together with the vouchers relevant to any entry in such books of accounts;
 - (ii) Copies of all annual returns;
 - (iii) Disclosure of interest received from the Directors of the Company in the manner prescribed;
 - (iv) Attendance registers, notices, notes on agenda and other related papers of general meetings, board meetings and various committee meetings;
 - (v) Tax Records and documents;

- (vi) Any other documents or records as may be required to be preserved under any law from time to time;
 - (vii) Any other records as may be decided by the Chief Financial Officer of the Company from time to time
 - (viii) Any other Document, certificates, statutory registers, agreements which may be required to be maintained and preserved for not less than eight years after completion of the relevant transaction under the Companies Act and/or the SEBI Listing Regulations
- (e) The Documents not specifically covered under this Policy shall be preserved and maintained in accordance with the provision of the respective acts, rules, guidelines and regulations as applicable under which those documents are maintained

V MODE OF MAINTENANCE

The Company shall maintain these records either in physical 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 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 Authorized Persons for preservation, so as 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,

VI DISPOSAL AND DESTRUCTION OF RECORDS

The preserved Document can be destroyed after the expiry of preservation period as mentioned in this Policy with the approval of the Board, in cases where the approval of Board is mandated by any law or regulations for the time being in force, or by the Head of the Department, under intimation to the Company Secretary of the Company.

The Company shall maintain a register of records wherein it shall enter brief particulars of the documents destroyed and all entries made therein shall be authenticated by the Company Secretary or such other person as may be authorized by the Board for the purpose. Inspection of this register is restricted.

VII 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 shall be deemed to be violation of code of conduct which 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.

VIII 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 and procedures.

IX 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.