



CIN: U74101UP2011PLC047839

POLICY ON PRESERVATION OF DOCUMENTS

1. PREAMBLE:

Pursuant to the provisions of Regulation 9 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI Listing Regulations"), every listed entity is required to formulate a policy for the preservation of documents maintained either in physical mode or Electronic mode (hereinafter referred to as ("Documents")).

Accordingly, the Board of Directors of Abacus Lifestyle India Limited ("Company") has adopted this Policy on Preservation of Documents ("Policy") in compliance with the requirements of the SEBI Listing Regulations to establish a systematic framework for the identification, maintenance, preservation, retention, retrieval, and disposal of documents and records maintained by the Company in physical or electronic form.

2. OBJECTIVE:

The objective of this Policy is to establish a systematic framework for the preservation, retention, maintenance, and disposal of the Company's documents and records in accordance with the applicable statutory and regulatory requirements. The Policy aims to ensure that all documents are adequately safeguarded, maintained, and readily retrievable whenever required for business, legal, or regulatory purposes.

This Policy also provides guidance to the Company's employees and other concerned persons regarding their responsibilities in the creation, maintenance, preservation, retention, and disposal of documents. Documents that have completed their prescribed retention period and are no longer required for legal, regulatory, or business purposes may be disposed of in accordance with the procedures prescribed under this Policy and the applicable laws.

3. DEFINITIONS:

Unless the context otherwise requires, the words, terms, expressions and derivations used in the policy shall have the meaning given in the Listing Regulations, Companies Act, 2013 or any other Act(s), Rules and Regulations mentioned in this policy:

- a) **"Board of Directors"** or **"Board"** mean the Board of Directors of Abacus Lifestyle India Limited (Including duly authorized Committee thereof), as constituted from time to time;
- b) **"Companies Act"** means Companies Act, 2013 and the rules made there under;
- c) **"Document"** includes papers, records, registers, books, files, agreements, notices, returns, forms, correspondence, electronic records, digital files, e-mails, and any other record maintained by the Company in accordance with applicable laws.
- d) **"Electronic records"** shall have the meaning assigned under the Information Technology Act, 2000 and shall include records maintained in digital form.

4. CLASSIFICATION OF DOCUMENTS:

Documents and records of the Company that are required to be maintained under the SEBI Regulations shall be classified in two categories as below:

- a) Documents whose preservation shall be permanent in nature shall be preserved permanently by the Company subject to the modifications, amendments, addition, deletion or any changes made therein from time to time;
- b) Documents whose preservation shall be for a period not less than eight years after completion of the relevant transactions;

Accordingly, the company has classified the preservation of documents in the following manner:

- Documents that need to be preserved and retained permanently;
- Documents that need to be preserved and retained for a period of 8 years as specified under the Companies Act, 2013 or Regulations;
- Documents that need to be preserved and retained for such period as prescribed under any statute or regulation as applicable to the Company;
- Where there is no such requirement as per applicable law, then for such period as the document pertains to a matter which is "Current".

5. MODES OF PRESERVATION:

The Documents may be preserved in:

- a) Physical form
- b) Electronic form

The official of the Company who is required to preserve the document shall be Authorized Person who is generally expected to observe the compliance of statutory requirements as per applicable law.

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. The preserved documents must be accessible at all reasonable times.

Access may be controlled by the concerned Authorized Person with preservation, so as to ensure integrity of the Documents and to prohibit unauthorized access.

6. DESTRUCTION OF DOCUMENTS:

Documents may be destroyed after the expiry of the applicable retention period, provided:

- There is no ongoing litigation, investigation, inspection or regulatory proceeding relating to such documents;
- Their preservation is not required under any applicable law;
- Approval of the concerned department head or authorized officer has been obtained.

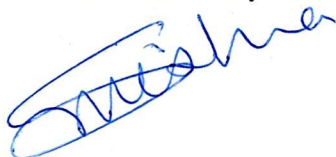
7. REVIEW OF THE POLICY

This policy shall be reviewed from time to time so that the policy remains compliant with applicable legal requirements. The Company Secretary will keep the policy updated as per applicable statutory guidelines.

8. AMENDMENT

Any change in the Policy shall be approved by the Board of Directors of the Company. The Board of Directors shall have the right to withdraw and/ or amend any part of this policy or the entire policy, at any time, as it deems fit, or from time to time, and the decision of the board in this respect shall be final and binding.

**On and behalf of the Board of Directors
For Abacus Lifestyle Brands Limited**



**Sunit Kumar Mishra
Managing Director
DIN: 05124540**