POLICY FOR PRESERVATION OF DOCUMENTS (including Archival Policy)
(With Effect from December 01, 2015, approved by the Board on November 27, 2015 and amended on November 06, 2026 and is effective from November 06, 2026.)

1. PREFACE

Regulation 9 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("the Regulations") provides that every Listed Company shall have a preservation of documents and archival policy, which shall be approved by its Board of Directors.

The Companies Act, 2013 ("Act") and the Rules ("Rules") framed under the Act contain provisions for maintenance of various documents including registers and records by the Companies; the place at which such documents are to be maintained and the period for preserving such documents.

This policy provides the guidelines adopted by TTK Prestige Limited ("TTKPL") for preservation of documents and also includes archival policy adopted by the TTKPL.

This Policy is divided into 3 parts:

- **Part A -** covers documents whose preservation shall be permanent in nature
- **Part B -** documents with preservation period of not less than eight years after completion of the relevant transactions
- **Part C -** Archival Policy

Documents to be maintained under this Policy shall be preserved in physical or in Electronic Form/ Mode as per the provisions of the Act/ Rules/ Regulations.

2. PURPOSE OF THE POLICY

The purpose of this Policy is to ensure that all the necessary documents and records of the Company are adequately protected and preserved as per the statutory requirements and to ensure that the records of the Company which are no longer needed or are of no value are discarded after following the due process for discarding the same. This Policy is also for the purpose of aiding employees of the Company in understanding their obligations in retaining and preserving the documents and records which are required to be maintained as per the applicable statutory and regulatory requirements.

3. DEFINITIONS

In this policy, unless the context otherwise requires, the terms defined herein shall bear the meanings assigned to them below, and their cognate expressions shall be construed accordingly.

"Act" means Companies Act, 2013.

"Articles" means the Articles of Association of the Company as originally framed or as altered from time to time in pursuance of the Companies Act.

"Applicable Law" means any law, rules, circulars, guidelines or regulations issued by the Securities and Exchange Board of India (SEBI) and Ministry of Corporate Affairs (MCA).

"Board" means the Board of Directors of the Company.

"Books of Account" includes records maintained in respect of—

a) all sums of money received and expended by a company and matters in relation to which the receipts and expenditure take place;
b) all sales and purchases of goods and services by the company;
c) the assets and liabilities of the company; and
d) the items of cost as may be prescribed under section 148 in the case of a company which belongs to any class of companies specified under that section.

"Company/TTKPL" means TTK Prestige Limited.

"Directors" means Directors of the Company.

"**Documents"** refers to papers, records, files, tapes, notes, agreements, notices, agenda, circulars, advertisements, declarations, forms, minutes, registers, correspondences challans, CDs, DVDs, electronic storage devices, audio/video recordings or any other record required under or in order to comply with the requirements of any Applicable Law, whether issued, sent, received or kept in pursuance of the Act or under any other law for the time being in force or otherwise, maintained on paper or in Electronic Form.

"**Electronic Form"** means any electronic device such as servers, computer, laptop, compact 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.

"Key Managerial Personnel" (KMP) means:

a) Chief Executive Officer and / or Managing Director and / or Manager
b) Company Secretary
c) Whole-time Director
d) Chief Financial Officer
e) Such other officer as may be prescribed

"Listing Regulations" means Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015.

"**Memorandum"** means the Memorandum of Association of the Company as originally framed or as altered from time to time in pursuance of the Companies Act.

"Policy" means this Policy for Preservation of Documents.

"Stock Exchanges" means BSE Limited and National Stock Exchange of India Limited.

Any term, word and phrases not defined herein shall have the same meaning as defined in the Companies Act, 2013, Listing Regulations or any other applicable law or regulation to the extent applicable to the Company.

4. PART A - DOCUMENTS WHOSE PRESERVATION SHALL BE PERMANENT IN NATURE

The Company shall permanently preserve the following documents:

1. Register of loans, guarantee, security and acquisition made by the Company, if any.
2. Register of investments not held in Company's name, if any.
3. Register of contracts or arrangements in which directors are interested, if any.
4. Register of Charges, if any.
5. Register of Members along with the index, either by Company or through its Registrar & Share Transfer Agent.
6. Register of Renewed and Duplicate Share Certificates, if any, either by Company or through its Registrar & Share Transfer Agent.
7. Register of Directors and Key Managerial Personnel.
8. Minutes of General Meetings.
9. Minutes of Board or Committee Meetings
10. All books and documents relating to the issue of share certificates, including the blank forms of share certificates shall be preserved permanently in case of disputed cases, either by Company or through its Registrar & Share Transfer Agent.
11. Any other document required to be permanently preserved by the Company under any law for the time being in force.

5. PART B - DOCUMENTS WITH PRESERVATION PERIOD OF NOT LESS THAN EIGHT YEARS AFTER COMPLETION OF THE RELEVANT TRANSACTIONS

The Company shall preserve the following documents for the time period as given below:

1. Books of Accounts including vouchers and other relevant documents, to any entry in such books of account relating to a period of not less than eight financial years immediately preceding the current Financial Year shall be preserved and kept in good order.

2. Disclosures/ Notices by a director of his interest (i.e. Form MBP-1 or any other format prescribed from time to time) shall be preserved for a period of eight years from the end of the financial year to which it relates.
3. Registers of Deposits, if any, shall be preserved for a period of not less than eight years from the financial year in which the latest entry is made in the register.
4. The instrument creating a charge or modification, if any shall be preserved for a period of eight years from the date of satisfaction of charge by the Company.
5. All books and documents relating to the issue of share certificates, including the blank forms of share certificates shall be preserved for not less than thirty years, either by Company or through its Registrar & Share Transfer Agent.
6. Annual return and copies of all certificates and documents required to be annexed thereto shall be preserved for a period of eight years from the date of filing with the Registrar.
7. All certificates surrendered to the Company and which have been defaced by stamping or printing the word "cancelled" in bold letters shall be preserved for at least three years from the date on which they were surrendered, either by Company or through its Registrar & Share Transfer Agent.
8. Attendance Register of Board & Committee meetings to be preserved for at least eight financial years.
9. Office copies of Notices, Agenda, Notes on Agenda and other related papers shall be preserved for as long as they remain current or for eight financial years, whichever is later.
10. Office copies of Notices, scrutiniser's report, and related papers shall be preserved for as long as they remain current or for eight financial years, whichever is later.
11. The disclosures made under SEBI (Prohibition of Insider Trading) Regulations, 2015 shall be preserved for a minimum period of five years.
12. Any other document as may be required to be preserved by the Company under any law for the time being in force.

6. PART C - DOCUMENTS WITH PRESERVATION PERIOD OF NOT LESS THAN EIGHT YEARS AFTER COMPLETION OF THE RELEVANT TRANSACTIONS

Documents whose preservation shall be for a minimum period of three years after completion of the event:

1. Security Deposit Receipts
2. Tender Documents
3. Lease Deeds and Contracts
4. Legal files
5. Insurance Records including policies and claims.
6. All e-mail correspondence, internal & external.

7. **Any other record as may be decided by the Chief Executive Officer of the Company from time to time.**

8. PART D - ARCHIVAL POLICY

Regulation 30(8) of the SEBI Listing Regulations requires every listed entity to make available an archival policy on its website. In this context, the following policy has been framed by the Board of Directors of the Company.

The purpose of this Archival policy is to ensure that all documents/records/data which are required to be retained by the Company has been backed up appropriately and to safeguard against the loss of data that may occur due to hardware or software failure, physical disaster or human error.

The disclosures so placed on the website, shall be maintained for a period as specified under Listing Regulations or applicable laws on the website of the Company.

The specified period shall be reckoned from the date of such events or information being placed on the website of the Company for the first time.

The presentation and the audio/video recordings and transcripts of post earnings/quarterly calls shall be hosted on the website of the listed company for a minimum period of five years. However, the recordings shall be maintained until the time of closure of any investigation undertaken on the business of the said meeting / call.

Implementation of policy:

- The IT team of the Company shall be responsible for implementation of this policy and shall monitor the implementation.
- Backup and Retention of critical business data and applications shall be done daily.
- Restoration of backed up data shall be done to check for its availability, confidentiality & integrity.
- IT Team shall retain the backup tapes pertaining to the Company's Financial and accounting data, reports, Employee Data, HR data, Legal Data etc. for at least eight years and ensure secure disposal upon expiry of such retention period in-compliance with laws applicable to the Company.
- Electronic Media which has overdue retention period and which is no longer required for business purpose shall be disposed in secure manner such that data on it shall not be recoverable by any means.

9. MAINTENANCE OF RECORDS

The Company shall preserve the aforesaid documents in physical or electronic form, at its discretion and as may be permitted under the Companies Act, 2013 or any other law for the time being in force.

The Company shall endeavour to preserve all the documents enlisted above in accordance with this Policy. However, the Company shall not be liable for any destruction of documents due to causes beyond its reasonable control, including, but not limited to, governmental actions, fire, civil disturbances, natural disasters, Vis Major or other acts of God.

10. PRINCIPLE OF RESPONSIBILITY OF EMPLOYEES FOR PRESERVATION OF DOCUMENTS

All the Employees in the permanent rolls of the Company are responsible for taking into account the potential impacts on preservation of the documents in their work area and their decision to retain/preserve or destroy documents pertaining to their area.

11. CUSTODY OF RECORDS

The documents enlisted above shall be kept in the custody of the Company Secretary or Managing Director or any other person, duly authorised by the Board.

12. DESTRUCTION OF RECORDS

The documents referred to in Part B and C of this policy may be destroyed/disposed-off by the Company, in a secure manner which prevents the retrieval/recovery of the same by any means, only on authority of the Board of Directors or any committee of the Board thereof.

Destruction of documents as a normal administrative practice will also be followed for the records such as:

i. re-cycle non confidential paper records;
ii. shred or otherwise render unavailable confidential paper records; or
iii. delete or destroy electronically stored data.

The Department will maintain a list of the records so deleted or destroyed, which shall be signed by the person authorized for the purpose.

13. SUSPENSION OF RECORDS DISPOSAL IN THE EVENT OF LITIGATION/CLAIMS

In the event the Company is served with any notice for documents from any statutory authority or any litigation is commenced by or against the Company, then the disposal of documents including e-mail, which is related to the matter of notice/litigation, etc. shall be suspended until such time the matter is settled or resolved or disposed-off. The Company Secretary and Compliance Officer shall immediately inform all employees of the Company for suspension of further disposal of Documents.

14. DISCLOSURES

The contents of this policy shall be disclosed on the website of the Company.

15. EFFECTIVE DATE

This policy was effective from December 01, 2015, approved by the Board on November 27, 2015, and amended on November 06, 2026, and is effective from November 06, 2026.

16. CONTACT PERSONNEL

For queries related to this Policy, please write to us at investorhelp@ttkprestige.com

17. LIMITATION AND AMENDMENT

The Board of Directors may in their discretion and on recommendation of the any committee of the Board constituted for this specific purpose, make any changes/modifications and/or amendments to this Policy from time to time.

In the event of any conflict between the provisions of this Policy and of the Act or Listing Regulations or any other statutory enactments, rules, the provisions of such Act or Listing Regulations or statutory enactments, rules shall prevail over and automatically be applicable to this Policy and the relevant provisions of the Policy would be amended/modified in due course to make it consistent with the law.