

# **POLICY OF PRESERVATION OF DOCUMENT AND ARCHIVAL PROCESS**

## **1. PREAMBLE**

The purpose of this Policy is to establish a framework for 'Preservation of Documents' consistent with the regulatory requirements. The process of evaluating the business activities includes determination of documents and other information that are required to be captured and preserved in order to meet business needs, organizational requirements and stakeholders expectations.

We, at Brainbees Solutions Limited, believe that efficient record keeping in fundamental for effective information system that support good and transparent governance culture.

Guided by the principles laid down in terms of Regulation 9 of the Securities and Exchange Board of India (Listing and Disclosure Requirements) Regulations, 2015, the Company is required to formulate a 'Policy for Preservations of Documents.'

In terms of Regulation 30(8) of the (Listing and Disclosure Requirements) Regulations, 2015, the company is required to formulate '**ARCHIVAL POLICY**' for all the Disclosures of events/Information to the Stock Exchanges in terms of the Company's Policy for Disclosure of Events/ Information and Determination of Materiality.

The Policy shall be deemed to have come into force with the retrospective effect from December, 2023.

## **2. POLICY FOR PRESERVATION OF DOCUMENTS**

Documents of the Company shall be preserved (whether in electronic form or in physical form or both) as below:

### **A. Following Documents shall be preserved permanently:**

1. All licenses, permissions, orders or certificates of perpetual nature.
2. Minutes of Board Meetings, Committees Meetings and Shareholders Meetings.
3. Documents as required by the prevailing laws to be preserved permanently, and
4. Documents as may be decided by the management of the Company to be preserved permanently.

### **B. For Specific Period**

Certain documents {other than those stated in the above paragraph (A)} shall be preserved for specific period as may be prescribed in prevailing laws applicable to the Company.

### **C. For the period less than 8 years**

Certain documents {other than those stated in the above in the above paragraphs (A) & (B)} shall be preserved for a period of not less than eight (8) years after completion of the relevant transactions unless otherwise decided by the Management of the Company.

## **3. POLICY ON ARCHIVAL OF INFORMATION**

The Company shall disclose on its website all such events or information which has been disclosed to stock exchange(s) under the Regulation 30 of the Securities and Exchange Board of India (Listing and Disclosure Requirements) Regulations, 2015, and such disclosures shall be hosted on the website of

the listed entity for a minimum period of five (5) years and thereafter shall be placed in an Archival section of its website for a further period of Five (5) years in such manner as may be considered appropriate in line with prevailing circumstances.