

RAGHUVANSH AGROFARMS LIMITED



Registered Office: Shop No.2, Ground Floor, Property No.A-34, Gali No.02, Madhu Vihar, Delhi-110092

Email: raghuvanshagro@gmail.com, rafl666@rediffmail.com

CIN: L40300DL1996PLC258176 Website: www.raghuvanshagro.com

RAGHUVANSH AGROFARMS LIMITED

Policy on Preservation & Archival of Documents

1. Scope

This Policy on Preservation and Archival of Documents ("Policy") is framed in accordance with Regulation 9 and Regulation 30(8) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and applicable provisions of the Companies Act, 2013.

The purpose of this Policy is to ensure:

- Systematic identification, classification, maintenance, and preservation of documents;
- Protection of records from damage, loss, or unauthorized access;
- Compliance with statutory and regulatory requirements; and
- Timely archival and disposal of documents.

2. Definitions

For the purpose of this Policy:

- **"Act"** means the Companies Act, 2013 and rules made thereunder.
- **"Applicable Law"** means all applicable laws, statutes, rules, regulations, circulars, and guidelines.
- **"Board"** means the Board of Directors of the Company.
- **"Document(s)"** includes all records, files, papers, agreements, registers, returns, forms, books, or any other material in physical or electronic form.
- **"Authorized Person"** means any person authorized by the Board or the Company Secretary/Compliance Officer.
- **"Compliance Officer"** shall have the meaning assigned under SEBI Regulations.

3. Coverage

This Policy is intended to guide the Company and its officers on maintenance of any Documents, their preservation and disposal.

4. Classification

The preservation of Documents shall be done in the following manner: -

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a. Where there is a period for which a Document is required to be preserved as per applicable law, for the period required by Applicable Law.

b. Where there is no such requirement as per Applicable Law, then for such period, as a competent officer of the Company required handling or dealing with the Document takes a considered view about its relevance; Provided that generally speaking, a Document may be preserved for a period of 8 years from the date on which the Document was originated.

4. Modes of preservation

4.1 The Documents may be preserved in Physical form or Electronic Form.

4.2 The officer of the Company required to preserve the Document shall be Authorized Person who is generally expected to observe the compliance of requirements of Applicable Law

4.3 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.

4.4 The preserved Documents must be accessible at all reasonable times. Access may be controlled by Authorized Person with preservation, so as to ensure integrity of the Documents and prohibit unauthorized access.

5. Archival of Documents (Website Disclosures)

5.1 The Company shall host all disclosures made to stock exchanges on its website for a minimum period of **five (5) years**, in compliance with Regulation 30(8) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

5.2 Thereafter, such disclosures shall be archived for such period as may be decided by the Company in accordance with Applicable Law.

5.3 The archived documents shall be retrievable and made available upon request, subject to confidentiality and legal requirements.

5.4 The Compliance Officer shall be responsible for ensuring compliance with this archival requirement.

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6. Custody of the Documents

6.1 Subject to the Applicable Law, the custody of the Documents shall be with the Authorized Person. Where the Authorized Person tenders resignation or is transferred from one location of the Company to another, such Person shall hand over all the relevant Documents, lock and key, access control or password, or Company Disc, other storage devices or such other Documents and devices in his possession under the Policy. The Board may authorize such other person as it may deem fit as the Authorized Person.

7. Destruction of Documents

7.1 Destruction as a normal administrative practice usually occurs because the records are duplicated, unimportant or for short term use only. This applies to both Physical and Electronic Documents.

7.2 The temporary Documents, excluding the Current Document(s) shall be destroyed after the relevant or prescribed period, by the Authorized Person in whose custody the Documents are stored, after the prior approval of the Board or any other authority as required under the Applicable Law pursuant to which the Documents have been preserved.

7.3 A register of the Documents disposed/destroyed shall also be maintained. It shall state the brief particulars of the Documents destroyed, date of disposal/destruction and the mode of destruction.

7.4 The entries in the register shall be authenticated by the Authorized Person.

8. Authenticity

Where a Document is being maintained both in physical form and in Electronic form, the authenticity with reference to the physical form should be considered for every purpose.

9. Interpretation

In any circumstance where the terms of this policy differ from any existing or newly enacted law, rule, Regulation or standard governing the Company, the law, rule, Regulation or standard will take precedence over these policies and procedures until such time as this policy is changed to conform to the law, rule, Regulation or standard.

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10. Conversion of Documents

10.1 The physical Documents preserved may be converted, whenever required or felt necessary, into electronic form to ensure ease in maintenance of records and efficient utilization of space.

10.2 Such conversion shall ensure:

- Accuracy and completeness
- Proper authorization
- Compliance with Applicable Law

11. Authenticity of Documents

Where Documents are maintained in both physical and electronic forms, the physical form shall be considered the original, unless otherwise permitted under Applicable Law.

12. Archival of Documents (Website Disclosures)

12.1 The Company shall host all disclosures made to stock exchanges on its website for a minimum period of **five (5) years**, in compliance with Regulation 30(8) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

12.2 Thereafter, such disclosures shall be archived for such period as may be decided by the Company in accordance with Applicable Law.

12.3 The archived documents shall be retrievable and made available upon request, subject to confidentiality and legal requirements.

12.4 The Compliance Officer shall be responsible for ensuring compliance with this archival requirement.

13. Review and Amendments

The Board or its Committee reserves the right to review, modify, or amend this Policy from time to time to ensure compliance with Applicable Law and best governance practices.

14. Effective Date

This Policy shall come into effect from the date of approval by the Board of Directors of the Company.