



DOCUMENT/RECORDS PRESERVATION AND ARCHIVAL POLICY

OF

BAANGANGA GOLD & DIAMOND (I) LIMITED
(Erstwhile known as Baanganga Gold & Diamond (I) Private Limited)

(Approved by the Board at its meeting held on_____)

CONTENTS

1.	INTRODUCTION	3
2.	OBJECTIVES	3
3.	DEFINITIONS AND INTERPRETATION	3
4.	MODES OF PRESERVATION	4
5.	HOSTING AND ARCHIVAL OF INFORMATION.....	4
6.	POLICY REVIEW AND AMENDMENTS.....	4
7.	DISCLOSURE.....	5

1. INTRODUCTION

In accordance with Regulation 9 and Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”), the Company is required to formulate a policy on archival of documents (“Policy”), and disclose such policy on the website of the Company.

2. OBJECTIVES

The purpose of this Policy is to create and ensure a mechanism for archival of the disclosures made on the website of the Company for information and events communicated to the Stock Exchanges under Regulation 30 and Regulation 46 of the Listing Regulations and in line with the Company’s Policy for Determination of Materiality of Events and Information. The objective of this Policy is to determine the period for maintenance, preservation and disposal of physical and electronic Documents and records of the Company.

3. DEFINITIONS AND INTERPRETATION

“**Applicable Laws**” shall mean all applicable laws, statutes, enactments, acts of central or state legislature, ordinances, rules, regulations, notifications, guidelines, directions, directives, policies, circulars, decisions and any other pronouncements issued in accordance with the Companies Act, SEBI Act, Listing Regulations or any other law applicable to the jurisdiction of India by any central, state, local, or other governmental, administrative or regulatory authority exercising executive, legislative, judicial, regulatory or administrative functions, including but not limited to Reserve Bank of India and Ministry of Corporate Affairs.

“**Board**” shall mean board of directors of the Company as constituted from time to time.

“**Companies Act**” shall mean the Companies Act, 2013, and rules and regulations issued thereunder, as amended from time to time.

“**Company**” shall mean Baanganga Gold & Diamond (I) Limited (Erstwhile known as Baanganga Gold & Diamond (I) Private Limited)

“**Company Secretary and Compliance Officer**” shall mean the company secretary and compliance officer appointed by the Board.

“**Document/s**” includes all papers, documents, agreements, filings, forms, memos, correspondences, records, files, books, etc., of the Company, whether in physical or electronic forms.

“**Policy for Determination of Materiality of Events and Information**” shall mean the policy for determination of materiality of events and information formulated pursuant to Regulation 30 of the Listing Regulations, and approved by the Board.

“SEBI Act” shall mean the Securities and Exchange Board of India Act, 1992, as amended from time to time.

“Stock Exchanges” means the National Stock Exchange of India Limited and the BSE Limited.

Unless defined expressly herein, all capitalized terms used in this Policy shall have the meanings assigned to them under the Companies Act, SEBI Act and rules and regulations thereunder.

4. MODES OF PRESERVATION

The Documents may be preserved either in physical form or electronic form. The relevant head of departments of the Company who is/are generally expected to observe the compliance of requirements of applicable law shall be the person(s) responsible to preserve the Documents (authorized person). 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 person for preservation, so as to ensure the integrity and confidentiality of the Documents and prohibit unauthorized access.

5. HOSTING AND ARCHIVAL OF INFORMATION

All the relevant disclosures of information and events communicated to the Stock Exchanges under Regulation 30(8) of the Listing Regulations will be hosted on the website of the Company under the section entitled “*Investor Relations*”, either (i) for a period of eight years; or (ii) in case a document or information is required to be archived for a longer period as per Applicable Law, then the document or information shall be archived for such period as may be prescribed under the Applicable Law.

After completion of the period prescribed under (i) or (ii) above, as may be applicable, the information and events shall be archived by the Company thereafter for a period of five years.

Subsequently, anyone intending to review the archived information and events communicated to the Stock Exchanges may write to the Company Secretary and Compliance Officer of the Company.

6. POLICY REVIEW AND AMENDMENTS

This policy will be reviewed periodically, at least once a year or as when required by the Board to ensure that it remains effective and compliant with applicable legal, regulatory, and business requirements. Any changes or amendments to the policy will be approved by the Board.

The Board is, subject to applicable laws, entitled to amend, suspend or rescind this Policy at any time. Any difficulties or ambiguities in the Policy will be resolved by the Board in line with the broad intent of the Policy. The Board may also establish further rules and procedures,

from time to time, to give effect to the intent of this Policy.

In the event of any conflict between the provisions of this Policy and of any relevant applicable law, such applicable law in force, from time to time, shall prevail over this Policy.

7. DISCLOSURE

This Policy, as amended from time to time, is disclosed on Company's website i.e. <https://baangangagold.in>