

EATHOOD SERVICES LIMITED

(formerly known as Earthood Services Private Limited)

POLICY ON PRESERVATION OF DOCUMENTS

[Pursuant to Regulation 9 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015]



Page 1 of 5

Earthood

- (iii) The original signed and stamped memorandum of association and the articles of association of the Company;
 - (iv) Minutes of general meetings, board meetings and various committee meetings;
 - (v) Register of members along with index;
 - (vi) Foreign register of members, if any;
 - (vii) Register of debenture holders (including foreign register of debentures) or register for any other securities issued by the Company;
 - (viii) Register of loans, guarantee, security and acquisition made by the Company;
 - (ix) Register of investments not held in its own name by the Company, if any;
 - (x) Register of contracts-with related party and contracts and bodies etc. in which directors are interested;
 - (xi) Register of charges;
 - (xii) Registers of renewed and duplicate share certificates;
 - (xiii) Register of directors and KMP;
 - (xiv) Register of significant beneficial owners
 - (xv) Payroll registers;
 - (xvi) PF, Bonus, Gratuity and other Statutory Registrations, Returns and Records;
 - (xvii) Licenses Issued and permissions by Regulatory Authorities
 - (xviii) Intellectual property documents shall include, but shall not be limited to copyrights, trademarks, patents, and industrial designs. Intellectual property rights that are owed by the Company shall be retained by the Company permanently.
 - (xix) Any other records / Documents which will have a permanent value for the company event after the expiry of the of legal preservations period
- (c) Documents to be maintained for at least eight financial years:
- (i) Books of accounts together with the vouchers relevant to any entry in such books of accounts;
 - (ii) Copies of all annual returns
 - (iii) Disclosure of interest received from the Directors of the Company in the manner prescribed;



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This applies to both physical and electronic documents. The documents may be destroyed as follows:

- (a) Recycle non-confidential paper records;
- (b) Shred or otherwise render unreadable confidential paper records; or
- (c) Delete or destroy electronically stored data.

The Company shall maintain a register wherein it shall enter brief particulars of the documents destroyed and all entries made therein shall be authenticated by the Secretary or such other person as may be authorized by the Board for the purpose. Inspection of this register is restricted

VII LIMITATION AND AMENDMENT

In the event of any conflict between the provisions of this Policy and of the Companies Act, 2013 (and the rules framed thereunder) or the Regulations or any other statutory enactments, rules, the provisions of such Act or Regulations or statutory enactments, rules shall prevail over this Policy. Any subsequent amendment / modification in the Regulations, Companies Act, 2013 (and the rules framed thereunder) and/or applicable laws in this regard shall be deemed to be covered under this Policy.

VIII DISCLOSURE

This Policy will be communicated to all operational employees and other concerned persons of the Company and be disclosed on the Company's website.

