3i INFOTECH LIMITED

POLICY ON PRESERVATION OF DOCUMENTS AND ARCHIVAL POLICY

1. Introduction

Securities Exchange Board of India (SEBI) has, vide Regulation 9 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 mandated every entity having its securities listed on recognized stock exchange(s) to formulate a policy for Preservation of Document.

The Policy also provides the framework for archival of disclosures hosted on the Company's website, in accordance with applicable provisions of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.
The Board of Directors (the "Board") of 3i Infotech Limited (the "Company") has, accordingly, adopted the following policy and procedures with regard to Preservation of Documents at its Board Meeting held on February 11, 2016. The Board may review and amend this policy from time to time.

2. Policy Objective

The objective of the Policy is to make a framework for classification of documents which are required to be preserved permanently or at least for 8 years and to ensure their availability for easy retrieval, when needed.

3. Definitions

a. **"Act"** means the Companies Act, 2013 and rules made there under, as amended from time to time.

b. **"Board" or "Board of Directors"** shall mean the Board of Directors of 3i Infotech Limited, as may be re-constituted from time to time.

c. **"Company"** shall mean 3i Infotech Limited.

d. **"Document"** shall mean all papers, records, files, books, tapes, CD's, DVD's electronic storage devices etc., and the like as required to be maintained under any law or regulation for the time being in force.

e. **"Electronic Form"** with reference to information means any information generated, sent, received or stored in media, magnetic, optical, computer memory, microfilm, computer generated micro fiche or similar device.

f. **"SEBI Regulations"** shall mean Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, as may be amended from time to time.

The words or expressions used but not defined herein, but defined under Companies Act, 2013 or the SEBI Regulations shall have the same meaning assigned therein.

4. Responsibility

The departmental head concerned will be responsible for the maintenance, preservation and destruction of records pertaining to the respective Department.

5. Time period for preserving the document

Time period for preserving the document shall be classified into two categories as per SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015:

1. Documents whose preservation shall be permanent in nature;
2. Documents with preservation period of not less than eight years after completion of the relevant transactions:

Following documents shall be maintained permanently:

a. Statutory Registers under the Act
b. Register of Members with Index (including Foreign Register of Members)
c. Annual Returns
d. Minutes of General Meetings;
e. Minutes of Board and Committee Meetings;
f. Register of renewed and duplicate share certificates;
g. Memorandum and Articles of Association;

h. Notice of meetings of shareholders and creditors including the agenda and explanatory statements and minutes thereto;
i. Certificate of incorporation of the Company, certificates of registration, licenses, permits, consents etc. under various statutory laws
j. Register of Common Seal
k. All books and documents relating to the issue of share certificates.

Following documents shall be maintained for at least 8 years:

a. Books of Accounts, Purchases, Sales including vouchers
b. Disclosure from Directors
c. Dividend Register & paid instruments
d. Instruments creating a charge and modification
e. Returns, disclosures, filings, etc. with regulatory authorities under various enactments - e.g. periodical reports/returns to SEBI, Stock Exchange, authorities under the laws relating to income-tax, excise and customs, service tax, value added tax, sales tax, etc.
f. Notes on agenda for meetings of the Board of Directors and its Committees.

6. Mode of preservation of Document

The company shall preserve documents in electronic or physical form with proper security for accessing documents.

7. Safe keeping of Documents

Documents required to be preserved shall be kept at a safe and secured place so that they are protected from destruction or decay. The Company shall maintain proper infrastructure for keeping records and documents in a secured and systematic manner for their safety and easy retrieval.

In cases where the original document is not available then a copy of such document if available shall be preserved permanently and a note shall be made in the Register of Documents.

8. Archival of Website Disclosures

All such Information disclosed to the Stock Exchanges and made available on the Company's website (Investors webpage) in accordance with the provisions of the SEBI Regulations, shall be hosted on the Company's website for a minimum period of five years and thereafter, will be archived permanently.

9. General

Notwithstanding anything contained in this policy, the Company shall ensure compliance with any additional requirements as may be prescribed under any laws/regulations either existing or arising out of any amendment to such laws/regulations or otherwise and applicable to the Company, from time to time.

10. Destruction of Records

After the expiry of the statutory retention period, the preserved documents may be destroyed in such mode under any instructions approved by the department head(s). Destruction of documents as a normal administrative practice will also be followed for the records which are duplicate/unimportant/irrelevant. This applies to both documents maintained in Physical and Electronic form.

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. The entries in the register shall be authenticated by the Authorised Person.

Format of the register of Documents disposed / destroyed is as under:

Particulars of Document alongwith Provision of Applicable Laws	**Date and Mode of Destruction**	**Initials of the Authorised Persons**

11. Amendments

The Board may subject to the applicable laws amend any provision(s) or substitute any of the provision(s) with the new provision(s) or replace this policy entirely with a new policy. However, no such amendment or modification shall be inconsistent with the applicable provisions of any law for the time being in force.

This Policy shall be reviewed periodically and as may be required due to changes in applicable laws, regulations or business requirements of the Company.

Version History

Version	Effective Date	Nature of Change	Approved by
1.0	**February 11, 2016**	**Initial Policy**	**Board**
2.0	**October 29, 2026**	**Updated Policy** Archival of website disclosures on permanent basis	**Board**

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