

POLICY FOR PRESERVATION OF DOCUMENTS AND ARCHIVAL POLICY ANKIT INDIA LIMITED

CIN: L15500WB1981PLC033900

(Company listed on The Calcutta Stock Exchange Limited)

1. PREAMBLE

This Policy for Preservation of Documents and Archival Policy ("Policy") has been framed in accordance with Regulation 9 and Regulation 30(8) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI Listing Regulations"), as amended from time to time.

2. OBJECTIVE

The objective of this Policy is to provide a framework for preservation, maintenance and archival of documents and records of the Company in compliance with applicable laws and regulations.

3. DEFINITIONS

"Documents" shall include papers, records, files, books, notices, agreements, electronic records and other records maintained by the Company under applicable laws. "Archival" means accumulation, storage and preservation of historical records and documents for future reference.

4. PRESERVATION OF DOCUMENTS

The Company shall preserve documents in physical or electronic form as required under applicable laws. Documents shall be classified into the following categories: Documents whose preservation shall be permanent in nature; Documents with preservation period of not less than eight years after completion of the relevant transactions.

5. MODE OF PRESERVATION

Documents may be preserved in physical form, electronic form or any other legally acceptable form. The Company shall ensure adequate security, accessibility and retrievability of documents preserved.

6. ARCHIVAL POLICY

The Company shall host on its website all disclosures made to the Stock Exchanges under Regulation 30 of SEBI Listing Regulations. Such disclosures shall remain hosted on the website of the Company for a minimum period of five years and thereafter archived as per applicable laws and internal requirements.

7. DESTRUCTION OF DOCUMENTS

Documents which are no longer required and whose retention period has expired may be destroyed in accordance with applicable laws and with approval of the authorised officer.

8. RESPONSIBILITY

The Company Secretary shall be responsible for administration, monitoring and implementation of this Policy.

9. REVIEW AND AMENDMENT

The Board of Directors may review and amend this Policy from time to time in line with statutory amendments and regulatory requirements.

10. EFFECTIVE DATE

This revised Policy was approved by the Board of Directors of Ankit India Limited at its meeting held on **30/05/2025** and shall come into effect immediately.

For Ankit India Limited

Sd/-
Managing Director