

CONTINENTAL SECURITIES LIMITED

Document Preservation Policy

1. PREAMBLE:

Regulation 9 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 [hereinafter referred to as "SEBI (LODR) Regulations" or "Regulations"] requires every listed company to have a policy on Preservation of Documents/records maintained by the Company either in Physical Mode or Electronic Mode.

2. SCOPE:

This policy shall govern the maintenance and preservation of documents as per applicable statutory and regulatory requirements.

3. OBJECTIVES OF POLICIES:

The main objective of this Policy is to ensure that all statutory documents are preserved in compliance with the Regulations and the Policy framed thereunder, and that records which are no longer needed are discarded after following the due process for their disposal.

The major objectives of the policy are:

- Identification of statutory registers and other records of the Company which are required to be preserved.
- Identification and categorization of the statutory registers and other record to be maintained either for eight years or permanently.
- Decide whether the statutory records and documents are to be preserved in physical form or in electronic form.
- Statutory documents required to be preserved for a period of 8 years may be disposed of after the expiry of such period, in accordance with the provisions of this Policy or as may be determined by the Board of Directors at that time.
- Aiding employees of the Company in understanding their obligations in retaining and preserving the documents and records.

4. DEFINITIONS:

- 1) "Act" means the Companies Act, 2013, Rules framed thereunder and any amendments thereto;
- 2) "Regulations" means Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and any amendments thereto;
- 3) "Company", "This Company", "The Company", "Company" wherever occur in the policy shall mean Continental Securities Limited.
- 4) "Current" means running matter or whatever is at present in course of passage.
- 5) "Board of Director" or "Board", means the collective body of the Directors of the company;
- 6) "Policy" or "This Policy" means, "Policy on Preservation of Documents."
- 7) "Maintenance" means keeping Documents, either physically or in Electronic Form.
- 8) "Preservation" means to keep in good order and to prevent from being altered, damaged or destroyed.
- 9) "Electronic Form" means any contemporaneous electronic device such as computer, laptop, compact disc, floppy disc, space on electronic cloud, or any other form of storage and retrieval device, considered feasible, whether the same is in possession or control of the Company or otherwise the Company has control over access to it.



5. INTERPRETATIONS:

Terms that have not been defined in this Policy shall have the same meaning assigned to them in the Companies Act, 2013, Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015.

6. GUIDELINES:

Regulation 9 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, provides that the listed entity shall have a policy for preservation of documents, approved by its Board of Directors, classifying the two categories is as follows:-

- i. Documents whose preservation shall be permanent in nature;
- ii. Documents with preservation period of not less than eight years after completion of the relevant transactions.

Accordingly, the company has classified the preservation of documents to be done in the following manner:

- i. Documents that needs to be preserved and retained permanently:
- ii. Documents that needs to be preserved and retained for a period of 8 years as specified under the Companies Act, 2013 or SEBI(LODR)Regulations;
- iii. Documents that need to be preserved and retained for such period as prescribed under any statute or regulation as applicable to the Company.
- iv. Where there is no such requirement as per applicable law, then for such period as the document pertains to a matter which is "Current".

An indicative list of the Documents and the time-frame of their preservation is provided in **Annexure-1**.

7. MODES OF PRESERVATIONS:

The Documents may be preserved in

- a) Physical form; or
- b) Electronic Form.

The official of the Company required to preserve the document shall be Authorized Person who is generally expected to observe the compliance of statutory requirements as per applicable law.

The preservation of documents should be such as to ensure that there is not 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 maybe controlled by the concerned Authorized Person with preservation, so as to ensure integrity of the Documents and prohibit unauthorized access.

Destruction of documents

Documents of the Company specified in Annexure A, as well as any other documents that are no longer required to be retained, may be destroyed. The Company Secretary and compliance officer shall be authorized to identify and dispose of such documents in accordance with this Policy. Details of all documents destroyed shall be recorded in the Register for Disposal of Records maintained by the Company Secretary. All entries in the Register shall be authenticated by the Authorized Person.

8. ARCHIVING OF DOCUMENTS

The events or information which has been disclosed by the Company to the Stock Exchange(s) under Regulation 30 of the Listing Regulations will be hosted on the website of the Company for a period of Five years (Minimum Disclosure Period) from date of its initial posting/ hosting. In accordance with the provisions of the aforesaid Regulation, the Company shall ensure that all the information shall be hosted on the Company's website (www.continentalsecuritiesltd.com) for a period of 5 years.

9. POLICY REVIEW:

This policy shall be reviewed from time to time so that the policy remains compliant with applicable legal requirements. The Company Secretary will keep the policy updated as per applicable statutory guidelines.

ANNEXURE-A

INDICATIVELIST

A. PERMANENT PRESERVATION:

- a) Common Seal
- b) Minutes books of Board, General Meetings and Committee Meetings
- c) Statutory Registers
- d) License and Permissions
- e) Statutory Forms and disclosures except for routine compliance
- f) Scrutinizers' Reports
- g) Register of Members
- h) Index of Members, etc.

B. TEMPORARY PRESERVATION UP TO 8YEARS:

- a) Annual Returns
- b) Board Agenda and supporting documents
- c) Attendance Register
- d) Office copies of Notice of General Meeting and related papers
- e) Office copies of Notice of Board Meeting/Committee Meeting, Notes on Agenda and other related papers
- f) All notices pertaining to disclosure of interest of directors
- g) Instrument creating a charge or modification
- h) Books of accounts, financial statements etc.
- i) Register of debenture holders or any other security-holders, etc.

C. OTHERS:

As per applicable law

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Date of last approval by the board – 08, May 2026.