



**POLICY ON PRESERVATION OF DOCUMENTS
OF
MONEYBOXX FINANCE LIMITED**

DOCUMENT OVERVIEW

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SUMMARY OF VERSION

Policy approved by	Board of Directors
Policy prepared	Compliance
Current Approval/ Revision date	28.05.2025

Preamble & Objective:

Strategy on preservation of records, registers and documents works like a strong backbone for any Organization, whether big or small. Moneyboxx Finance Limited (“the Company”) being into the business of Non-Banking Financial Services is having a strong mechanism for both prevention and protection of its records, registers and documents. Although the Company is maintaining the same practically but there is not written policy for that.

Regulation 9 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 specified that the listed entity shall have a Policy for preservation of documents, approved by its Board of Directors, classifying them in at least two categories as follows;

- (a) Documents whose preservation shall be permanent in nature;
- (b) Documents with preservation period of not less than eight years after completion of the relevant transactions:

Further, Section 94 of the Companies Act, 2013 read with Rules 14, 15 and 16 of the Companies (Management and Administration) Rules, 2014 specifies the place of keeping and inspection of registers, returns, etc.

Applicability and Modes of Preservation:

The policy is applicable to all documents maintained in physical and electronic mode by the Company forming an important and integral part of the Company’s records. The preservation of documents should be such as to ensure immediate access to the records, its retrieval and authentication and also that there is no tampering, alteration, destruction or anything that endangers the content, authenticity, utility of the documents.

The official of the company who is required to preserve the document shall be authorised person who is generally expected to observe the compliance of statutory requirements as per applicable law. The preserved documents must be accessible at all reasonable times. Access may be controlled by the concerned authorised person with preservation, so as to ensure integrity of the documents and to prohibit unauthorized access.

The documents not specifically covered under this policy shall be preserved and maintained in accordance with the provisions of the respective acts, rules, guidelines and regulations as applicable under which those documents are maintained.

Roles & Responsibilities:

The respective functional/ departmental heads of the company shall be responsible for maintenance and preservation of documents in respect of the areas of operations falling under their charge, in terms of this Policy.

Preservation

Authorized person(s) responsible for preservation and custody of document(s) in physical and/or electronic form as per the requirement of applicable law to ensure that there is no tampering, alteration, destruction or anything which endangers the contents, authenticity, utility or accessibility of the document(s).

The documents shall be maintained and preserved by the Company as stated in the **Annexure-A** subject to the modifications, amendments, additions, deletions or any changes made therein from time to time. Provided that all such modifications,

amendments, additions, deletions in the documents shall also be preserved permanently by the Company.

Destruction of Document(s):

The document(s) which are not required to be maintained on permanent basis may be destroyed by shredding or any other method on expiry of 8 years after the completion of relevant transaction. The Company shall maintain a register in the format prescribed below as **Annexure-B** wherein it shall enter brief particulars of the documents destroyed and all entries made therein shall be authenticated by the respective functional/ departmental heads of the company for the purpose.

Place of preservation and maintenance:

The document(s) shall be preserved / maintained at the Registered Office / Corporate Office / Registrar and Share Transfer Agent / Branch Office or such other places as per the requirement of applicable law as may be decided by Authorized person(s).

Annexure-A
Indicative List of Document(s)

S.No.	Category & Description	Period of Preservation
1.	Documents whose preservation shall be permanent in nature; <ul style="list-style-type: none"> • Register of Members along with the Index. • Register of renewed and duplicate Share Certificate. • Register of Charges. • Register of Beneficial Interest. • Register of Contract or Arrangements in which Directors are interested. • Minutes of Board and General Meeting including Committee Meeting. • Register of Directors and Key Managerial Personnel and their Shareholding. • Register of Investment made by a Company held not in its name. • Any other register/records which may be prescribed under applicable laws from time to time. 	Permanent
2.	Documents with preservation period of not less than eight years after completion of the relevant transactions: <ul style="list-style-type: none"> • Register of Debenture holders or any other Security holders along with the Index. • Copies of all Annual Returns prepared under Section 92 and Copies of all certificates and documents required to be annexed thereto. 	8 Financial Years

	<ul style="list-style-type: none"> • Foreign Register of Debenture holder or any other Security holder (shall be preserved for a period of eight years from the date of redemption of such debentures or securities). • Books of Accounts • Any other register/records which may be prescribed under applicable laws from time to time. 	
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Annexure-B

Specimen format of the register of documents disposed-off / destroyed:

Particulars of document along with provision of law	Date and mode of destruction	Initials of the authorized person