

DOCUMENTS PRESERVATION AND ARCHIVAL POLICY

1. Objective

In terms of Regulation 9 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Board of Directors (the "Board") of Advanced Enzyme Technologies Limited (the "Company") has adopted this policy at its meeting held on 13th January 2016 for preservation and archival of documents.

2. This Policy shall come into force on 13.01.2016.

3. Documents required to be preserved permanently:

Company shall preserve the documents mentioned in Table 1 permanently in physical mode or in electronic mode.

4. Documents required to be preserved for a period not less than 8 years:

Company shall preserve the documents /records as made in Table 2 for a period not less than eight years after the completion of the transaction.

5. Information to be hosted on the website of the Company

The Company shall host on its website all events and information disclosed to Stock Exchanges for minimum period of five years from the date of reporting to the Stock Exchanges.

6. Register of documents destroyed to be maintained

Company shall maintain a register and it shall enter brief particulars of the documents destroyed and all entries made therein shall be authenticated by the Secretary or such other persons as may be authorised by the Board for the purpose.

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Table 1

Documents to be preserved permanently

| Sr. No. | Document | Period |
|----------------|--|---|
| 1. | Register of loans, guarantee, security and acquisition made by the company | Permanently |
| 2. | Register of investments not held in its own name by the company | -do- |
| 3. | Register of contracts with related party and contracts and Bodies etc. in which directors are interested | -do- |
| 4. | Register of charges | -do- |
| 5. | Register of Members including an index of the names | -do- |
| 6. | Foreign register of members | preserved permanently, unless it is discontinued and all the entries are transferred to any other foreign register or to the principal register |
| 7. | Minutes of General Meeting | -do- |
| 8. | Minutes of Board or Committee Meetings | -do- |
| 9. | Register of Renewed and Duplicate Share Certificates | -do- |

Table 2

Documents with preservation period of not less than eight years

| Sr. No. | Document | Period |
|----------------|---|---|
| 1. | Books of Accounts including vouchers relevant to any entry in such books of account | 8 financial years preceding current FY. |
| 2. | Disclosures/ Notices by a director of his/her interest | For a period of eight years from the end of the financial year to which it relates |
| 3. | Registers of deposits | for a period of not less than eight years from the financial year in which the latest entry is made in the register |
| 4. | The instrument creating a charge or modification | preserved for a period of eight years from the date of satisfaction of charge by the company |

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|----|---|--|
| 5. | Register of debenture-holders including an index of the names | Preserved for a period of eight years from the date of redemption of debentures or securities, as the case may be. |
| 6. | Foreign register of debenture-holder | preserved for a period of eight years from the date of redemption of such debentures |
| 7. | Annual return and copies of all certificates and documents required to be annexed thereto | preserved for a period of eight years from the date of filing with the Registrar |
| 8. | All books and documents relating to the issue of share certificates, including the blank forms of share certificates and register of transfer of shares | not less than 8 years and in case of disputed cases, shall be preserved permanently |