

DOCUMENTS PRESERVATION POLICY AND ARCHIVAL POLICY

- **Objective**

Pursuant to the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“**Listing Regulations**”), the Board of Directors (the “**Board**”) of Advanced Enzyme Technologies Limited (the “**Company**”) has adopted this policy at its meeting held on 13 January 2016 and its further revised by the Board effective from 8 February 2025.

- **Definition:**

‘**Documents**’ shall mean and include the statutory records, books, registers, returns, forms, databases as required to be maintained under any applicable law or regulation for the time being in force.

- Pursuant to Regulation 9 of the SEBI Listing Regulations, the Documents are broadly classified into following categories for the Documents Preservation policy:

- **Documents required to be preserved permanently:**

The Company shall preserve the Documents mentioned in Table 1 permanently in physical mode or in electronic mode, unless otherwise permissible as per the applicable laws or regulations.

- **Documents required to be preserved for a period not less than 8 years:**

The Company shall preserve the Documents as mentioned in Table 2 for a period not less than eight years after the completion of the transaction, unless otherwise permissible as per the applicable laws or regulations.

The Documents not covered by this Policy shall be maintained by the Company for the time-period specified for their preservation / archival under any applicable law or regulation, for the time being in force.

- **Information to be hosted on the website of the Company**

The Company shall host on its website all events and Documents disclosed to Stock Exchanges for minimum period of five years from the date of reporting to the Stock Exchanges (unless otherwise specified in the Listing Regulations) and thereafter the said events and information shall be / remain archived for the period of three years from the date of reporting to the Stock Exchanges.

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- **Responsibilities**

The respective department head of the Company shall be responsible for maintenance, preservation, archival and destroying of Documents in respect of the areas of operations falling under the charge of each of them, pursuant to the terms of this policy. The entries / particulars for destruction of any Document in accordance with this policy shall be authenticated by the respective department head. They must handle the Documents sensibly and with care and preserve them to avoid any damage.

- **Miscellaneous**

Notwithstanding anything contained in this Policy, the Company shall comply with any additional requirements as may be prescribed and applicable under any law or regulation as may be applicable / amended from time to time. In case of any conflict between the provisions of the applicable laws/regulations, the provisions of the applicable laws/regulations shall prevail. In case of any amendment in the applicable laws or regulations relevant hereto, this policy shall deemed to be amended to that extent. The Board of Directors of the Company reserves the right to amend or modify this policy in whole or in part, as may be required, from time to time.

Table 1

Documents to be preserved permanently unless otherwise permissible under the applicable laws

Sr. No.	Document
1.	Memorandum and Articles of Association, as amended from time to time
2.	Register of loans, guarantee, security and investments made by the Company, Register of investments not held in its own name by the Company, Register of Charges and Register of Contracts as required to be maintained under the Companies Act, 2013 read with rules thereto, as may be amended from time to time or any re-enactment thereto
6.	Register of Members including Index of the Members
7.	Foreign Register of members
8.	Minutes of General Meetings
9.	Minutes of Board or Committee Meetings
10.	Register of Renewed and Duplicate Share Certificates
11.	Any other Document(s) as may be required by applicable law or regulation or any Order/direction of the Court/Authority

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Table 2

Documents with preservation period of not less than eight years, unless otherwise permissible under the applicable laws

Sr. No.	Document	Period
1.	Books of Accounts including vouchers relevant to any entry in such books of account / Financial statements	For a period of eight financial years from the end of the financial year to which it relates
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 relevant entry is made in the register
4.	The instrument creating a Charge modification	For a period of eight years from the date of satisfaction of charge by the Company
5.	Register of debenture-holders including an index	For a period of eight years from the date of redemption of such debentures
6.	Foreign register of debenture-holder	For a period of eight years from the date of redemption of such debentures
7.	Annual return and copy of certificates and documents annexed thereto	For a period of eight years from the date of filing with the Registrar
8.	Income tax returns of the Company	For a period of eight years
9.	Submission to the Stock Exchanges by the Company under the SEBI Listing Regulations	For a period of eight years from the date of such submission
10.	Any other Document(s) as may be required by applicable law or regulation or any Order/direction of the Court/Authority	
