



Addsoft Technologies Limited

(Previously known as Addsoft Technologies Pvt. Ltd.)

CIN: U72200OR2005PLC008408 | GSTIN: 21AAFCA4430N1ZW | MSME Reg.: UDYAM-OD-07-0001903

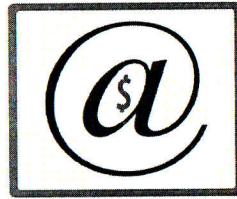
E-mail: addsoft@addsofttech.com, Website: www.addsofttech.com



Registered Office: Plot No. 647/2219, Nuapatna, Telengapentha, Cuttack-754001, Odisha



+91-671-3541001



ADDSOFT
WE ADD VALUES

POLICY ON PRESERVATION OF DOCUMENTS

ADDSOFT TECHNOLOGIES LIMITED



1. PREAMBLE

Regulation 9 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (SEBI Listing Regulations) requires every listed company to formulate a Policy on Preservation of Company Documents which shall be approved by the Board of Directors.

Accordingly, this policy is made and approved by the Board of Directors in its meeting on 20th December 2025

2. OBJECTIVE OF THE POLICY

Thus, this policy ("Policy") is framed with an objective of classifying records, registers, returns etc. 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 therelevant transactions:

Provided that documents specified in clauses (a) and (b) may be kept by company in electronic mode.

3. DEFINITIONS

Unless repugnant to the meaning or context thereof, the following expressions, wherever used in this Code, shall have the meaning assigned to them below:

- i. **"Books of Accounts"** as defined in Section 2(13) of the Act.
- ii. **"Company"** means Addsoft Technologies Limited (Formerly known as Addsoft Technologies Private Limited).
- iii. **"Documents"** shall mean all papers, records, files, books, tapes, CDs, DVDs, electronic storage devices etc., and the like as required to be maintained under any law or regulation for the time being in force.
- iv. **"Maintenance"** means keeping documents, either physically or in Electronic Form
- v. **"Policy"** means this Policy on Preservation of Company Documents.
- vi. **"SEBI Listing Regulations"** means SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and amendments thereto.

4. PRESERVATION OF DOCUMENTS

The Documents shall be preserved under following two categories:

- (i) PERMANENT NATURE:

The documents of a **permanent nature** which are given in Annexure 1 shall be maintained and preserved permanently by Addsoft Technologies Limited (“the Company”) 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.

(ii) SPECIFIED PERIOD

The documents to be maintained and preserved for a specified time period after completion of the relevant transactions which is given in Annexure 2 which shall be preserved by the Company for the term **not less than eight years** after completion of the relevant transactions subject to the modifications, amendments, additions, deletions or any changes made therein from time to time.

Provided that all such modifications, amendments, additions or deletions in the documents shall also be preserved for a term not less than eight years.

In the event the Company is served with any notice for documents from any of the statutory authorities or any litigation is commenced by or against the Company, then the disposal of documents which are subject matter of such notice or litigation shall be suspended until such time the matter is settled, resolved or disposed off. The relevant authorised person shall be responsible for informing all relevant employees of the Company about suspension of further disposal of documents.

The respective Functional/ Departmental heads of the Company shall be responsible for maintenance and preservation of documents in respect of the areas of functions falling under the charge of each of them, in terms of this Policy. They shall also designate an authorised person who shall ensure compliance of this Policy.

5. DESTRUCTION OF DOCUMENTS

The documents specified in Annexure 2 which are not required to be maintained and preserved permanently, may be destroyed after the expiry of the specified retention period in such mode and manner as specified and approved by the Functional/ Departmental Heads.

6. MODE OF PRESERVATION

The Documents may be preserved in:

1. Physical form, or in
2. Electronic Form

The officer of the Company required to preserve the Document shall be an Authorised Person or Company Secretary, who is generally expected to observe the compliance of requirements of Applicable Law.



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The preservation of Documents should be such as to ensure that there is no tampering, alteration, destruction. Nothing shall be done which endangers the content, authenticity, utility or accessibility of the Documents.

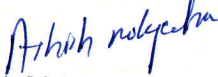
The preserved Documents must be accessible at all reasonable times. Access may be controlled by Authorized Person with preservation, so as to ensure integrity of the Documents and to prohibit unauthorized access.

7. AMENDMENT TO THE POLICY

The policy would be reviewed on an annual basis by the Board of Directors. In case, there are any regulatory changes requiring modifications to the Policy, the Policy shall be reviewed and amended with due approval from the Board of Directors. However, the amended regulatory requirements will supersede the existing Policy till the time Policy is suitably amended.

By and on Behalf of Board of Directors

For ADDSOFT TECHNOLOGIES LIMITED


Mr. Ashish Mohapatra **DIRECTOR**

(Director)

DIN: 00449666





“ANNEXURE – 1”
DOCUMENTS WHOSE PRESERVATION SHALL BE PERMANENT IN NATURE

Sr. No.	Documents
1.	Property records including purchase and sale deeds, licences, copyrights, patents & trademarks
2.	Certificate of Incorporation
3.	Minutes of Board, Committee and Shareholders' Meetings
4.	Register of Members and other Statutory Records
5.	Register of loan/ guarantee/ security or acquisition of securities)
6.	Register of investment held in the name of any other person.
7.	Register of contracts or arrangements in which directors are interested
8.	Personal files of all live employees
9.	Any other record as may be decided by the Chief Executive Officer/ Managing Director/ Whole-time Director of the Company from time to time.

“ANNEXURE – 2”
DOCUMENTS WITH PRESERVATION PERIOD OF NOT LESS THAN EIGHT YEARS
AFTER COMPLETION OF RELEVANT TRANSACTION

Sr. No.	Documents
1.	Books of account including relevant books and papers and financial statements.
2.	Disclosures/ notices by a director of his interest
3.	Instrument creating a charge or modification
4.	Annual return and copies of all certificates and documents required to be annexed thereto
5.	Registers of Fixed assets
6.	Attendance Register of Board Meetings
7.	Attendance Register of Committee Meetings
8.	Attendance Slips of General Meetings
9.	Register of Deposits
10.	Register of Proxies
11.	Any other record as may be decided by the Chief Executive Officer/ Managing Director/ Whole-time Director of the Company from time to time.