

Preservation of Document & Web Archival Policy

(Earlier Policy on Preservation and Archival of Documents)

(Revised policy approved and adopted by the Board of Directors in their Meeting held on October 31, 2026)

1. INTRODUCTION

Greenleaf Envirotech Limited (hereinafter referred to as the "Company") recognises the importance of maintaining, preserving and safeguarding its documents, records and information in physical as well as electronic form.

This Policy has been formulated in accordance with the applicable provisions of the Companies Act, 2013, the rules made thereunder, Regulation 9 read with Regulation 30(8) and, wherever applicable, Regulation 51(3) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (hereinafter referred to as the "LODR Regulations"), and other applicable statutory and regulatory requirements.

The Policy establishes a systematic framework for identification, classification, preservation, retention, archival, retrieval and disposal of documents and records maintained or received by the Company in the course of its business operations.

2. OBJECTIVE AND SCOPE

The objective of the Policy is to ensure that all important documents generated or received by the Company are adequately maintained and preserved in compliance with the applicable statutory provisions and to facilitate the destruction of documents that are no longer required at an appropriate time and in a specified manner.

The Policy establishes the guidelines for the management, retention, preservation, and destruction of documents, both in physical and electronic form, by the Company.

All Company documents shall be maintained in compliance with the requirements of the Applicable Laws, including the Companies Act, 2013 and SEBI Listing Regulations

3. PRESERVATION/ARCHIVAL OF DOCUMENTS/INFORMATION

The Preservation of Documents/information shall be as follows:

a) Documents that shall be preserved permanently [Annexure A].
b) Documents that shall be preserved for a period not less than eight (8) years [Annexure B]

Any documents for which there is a specific regulatory requirement for preservation shall be preserved accordingly.

All such events or information that has been disclosed to stock exchange(s) under Regulation 30 of SEBI Listing Regulations shall be hosted on the Company's Website for a period not less than five (5) years, after which the same may be archived.

In case there is any conflict between the definitions mentioned hereinabove and the Listing Regulations, then the definitions under the Listing Regulations, as amended from time to time, shall prevail.

4. DESTRUCTION OF DOCUMENTS

After the statutory retention and preservation periods under this policy expire, the preserved documents may be destroyed in such a manner under the instructions approved by the Board of Directors or such persons as may be authorized by the Board of Director from time to time.

5. WEBSITE ARCHIVAL OF DISCLOSURES

Pursuant to Regulation 30(8) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company shall disclose on its official website all events and information which are disclosed to the Stock Exchanges under Regulation 30 of the said Regulations.

Such disclosures shall be hosted on the Company's website for a minimum period of five years from the date of their publication and thereafter shall be archived in accordance with the archival policy of the Company.

The archived disclosures shall be maintained in a secure electronic format to ensure their accessibility and retrieval whenever required. The Company shall preserve such archived disclosures for a further period of at least three years as an internal retention requirement, subject to any longer period prescribed under applicable laws or required in connection with any pending litigation, investigation, inquiry or regulatory proceedings.

Upon expiry of the applicable archival period, such disclosures may be disposed of in accordance with this Policy, subject to applicable statutory and regulatory requirements.

6. SUSPENSION OF DISPOSAL IN LEGAL CASES

In the event of a pending or anticipated litigation, audit, or investigation, the Company shall immediately suspend any routine destruction of documents, regardless of their prescribed retention period, if those documents are related to or may be required in the matter. This suspension shall continue until it is confirmed that the matter is closed and no further legal or regulatory inquiry is expected. All employees shall be responsible for alerting their Department Heads upon becoming aware of such scenarios, thereby triggering the suspension protocol.

7. POLICY REVIEW

The policy shall be reviewed periodically as required under SEBI Listing Regulations or as and when required, keeping in view the changes in the regulatory requirements or on the discretion of Management, whichever is earlier.

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Annexure A

Documents whose preservation shall be permanent in nature

1. Company Incorporation Documents
2. Statutory Registers, Minutes of Meetings, Share certificates, Annual Returns, Forms and other documents as prescribed under the Companies Act, 2013
3. Annual Reports and original signed Financial Statements
4. Merger Order(s) issued by the Hon'ble High Court/National Company Law Tribunal and Merger related agreements
5. Licenses, Approvals and Product Registrations issued by Statutory Authorities, Central & State Governments or Regulatory bodies
6. Intellectual Property and Trademarks
7. Property/Asset agreements, title deeds and records
8. Standard Operating Procedures and Policies
9. Records of employees' data
10. Any other document as may be required to be maintained permanently in terms of applicable law

Annexure B

Documents with a preservation period of not less than eight years after completion of the relevant transaction

1. Books of Accounts, Audit related documents, Invoices, Bank Statements
2. Submissions to the Stock exchanges pursuant to SEBI Listing Regulations
3. Agreements, Contracts and other legal documents
4. Court Orders and Litigation files
5. Tax returns and records
6. R&D documents
7. Clinical research documents
8. Regulatory, analytical and laboratory records
9. Manufacturing records
10. Inspection related records
11. Sales and marketing documents
12. Any other document as may be required to be maintained in terms of applicable law.

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