Policy on Preservation and Archival of Documents

Online Instruments (India) Limited
(Formerly known as Online Instruments (India) Private Limited)

1. INTRODUCTION

Companies are required to maintain certain types of corporate records for a specified period of time under applicable law. Online Instruments (India) Limited (formerly known as Online Instruments (India) Private Limited) (the "**Company**") ensures that important documents including electronic resources are safeguarded.

The Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("**SEBI (LODR) Regulations, 2015**"), requires the Company to have a policy on Presentation & Archival of Documents. Accordingly, this policy on Presentation & Archival of Documents ("**Policy**") is framed for the purpose of systematic identification, categorization, maintenance, review, retention and destruction of documents received or created in the course of business. This Policy contains guidelines on documents that need to be maintained, how long certain documents should be retained, how should documents be accessed and retrieved when they are needed and how and when those documents should be disposed off; if no longer needed.

This Policy serves as a guide to employees of the Company in understanding their obligations in preserving the records of the Company as per the SEBI (LODR) Regulations, 2015 and statutory and regulatory requirements.

This Policy outlines the manner in which documents are hosted on the website of the Company, pursuant to SEBI (LODR) Regulations, 2015 shall be archived.

Accordingly, the Board of Directors of the Company (the "**Board**") has adopted this, Policy in meeting held on **March 10, 2026**.

2. DEFINITIONS

a) In this Policy unless the context otherwise requires:

i. "**Act**" means the Companies Act, 2013 and rules framed thereunder.

ii. "**Applicable Law**" means all laws, by-laws, rules, regulations, orders, ordinances, protocols, codes, guidelines, policies, notices, directions, judgements, decrees, or other requirements or official directive of any governmental authority or person acting under the authority of any Government Authority and/or of any statutory authority in India.

iii. "**Board**" means the Board of Director of the Company.

iv. "**Company**" means the Online Instruments (India) Limited (Formerly Online Instruments (India) Private Limited).

v. "**Current Document(s)**" means any Document that still has an ongoing relevance with reference to any ongoing litigation, proceedings, complaint, dispute, contract or any other like matter.

vi. "**Document(s)**" refer to papers, notes, agreements, notices, advertisements, requisitions, orders, declarations, forms, correspondences, minutes, indices, register and or any other record, required under or in order to comply with the requirements of any Applicable Law, whether issued, sent, received or kept in pursuance of any Applicable Law, whether issued, sent, received or kept in pursuance of any Applicable Law for the time being in force or otherwise, maintained on paper or in Electronic Form and does not include multiple or identical copies.

vii. "**Electronic Records**" means the electronic record as defined under clause (t) of sub section (1) of Section 2 of the Information Technology Act, 2000, as may be amended from time to time.

viii. "**Electronic Form**" means any contemporaneous electronic device such as computer, laptop, contact disc, floppy disc, space on electronic cloud, or any other form of storage and retrieval device, considered feasible, whether the same is in possession or control of the Company or otherwise the Company has control over its access.

ix. "**Material Events**" means events as specified in Schedule III to the SEBI (LODR) Regulations, 2015 and upon the occurrence of which a listed entity shall make disclosures to stock exchange(s) and host such disclosures on the listed entity's website.

x. "**Policy**" means this Policy on Preservation and Archival of Documents.

xi. "**Preservation**" means to keep in good order and to prevent from being altered, damaged or destroyed.

xii. "**SEBI (LODR) Regulations, 2015**" means the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 as amended from time to time.

b) Unless the context otherwise requires, words and expressions used in this Policy and not defined herein but defined in the Act or the SEBI (LODR) Regulations, 2015, as amended from time to time, shall have the meaning respectively assigned to them therein.

3. OBJECTIVE OF THE POLICY

The SEBI (LODR) Regulations, 2015 mandates every listed company shall maintain a functional website containing the basic information about the company. The purpose of this Policy is to determine periodicity to host information and documents on the Company's website as required under SEBI (LODR) Regulations, 2015 to be

disseminated under various provisions of the SEBI (LODR) Regulations, 2015, Act and other Applicable Laws to the Company.

4. CLASSIFICATION OF DOCUMENTS TO BE PRESERVED/RETAINED AND PRINCIPLE OF RESPONSIBILITY OF EMPLOYEES FOR PRESERVATION AND CUSTODY OF DOCUMENTS:

Preservation of Documents shall be done in the following manner:

a) Whether the period prescribed for preservation of a Document is permanent as per the Applicable Law – to be preserved permanently.

b) Whether any other period is prescribed for preservation of a Document as per the Applicable Law – to be preserved for the period required by Applicable Law.

c) Where there is no such requirement as per Applicable Law, then to be preserved for such period as the document pertains to a matter which is "Current".

d) In case of any other Document, for such period, as a competent officer of the Company, required to handle or deal with the Document, takes a considered view about its relevance; provided that in general, a Document may be preserved for a period of 5 years from the date on which the Document is originated.

e) Each Function or department within the Company shall determine the nature and period of documents to be preserved in accordance with the statutory requirements.

f) All the Employees are responsible for considering the potential impact on preservation of the documents in their work area and their decision to retain/preserve or destroy documents pertaining to their work area.

g) As mentioned above, disclosure of material events shall be hosted and retained on the Company's website i.e. for a minimum period of 5 (five) years. Depending upon the nature, materiality, impact and relevance of the material event, the disclosure of such material event can continue to remain hosted on the Company's website for a longer period of time as decided by the Board from time to time.

h) Disclosed information after more than five years, shall be kept in the archives of the Company for a period of 3 years. Anyone intending to review those disclosed information may write to Compliance Officer of the Company.

i) In case the aforesaid disclosures are required by any Applicable Law or regulation to be hosted for a period longer than that mentioned above, such disclosures shall be hosted on the website of the Company for such longer period.

5. MODES OF PRESERVATION OF DOCUMENTS

a) The Documents may be preserved in:

i. Physical form; or
ii. Electronic form.

b) The preservation of Document should be such as to ensure that there is no tampering, alteration, destruction or anything which endangers the content, authenticity, utility or accessibility of the Documents.

c) The preserved Documents must be accessible at all reasonable times. Access may be controlled by the respective Functions/Departments, so as to ensure integrity of the Documents and prohibit unauthorized access.

6. DESTRUCTION OF DOCUMENTS

a) Destruction of Documents, as a normal administrative practice, usually occurs when the records are duplicated, become redundant, or created for short term use only. This applies to both Physical and Electronic Documents.

b) The Functions/Document heads respectively shall be responsible for the ongoing process of identifying the records, which have met the required preservation period and overseeing their destruction.

c) The temporary Document, excluding the Current Document(s), shall be destroyed after the relevant or prescribed period by the department concerned in whose custody the Documents are stored, after the prior approval of the Department Head or any other authority (i.e. Managing Director/Chief Financial Officer) as required under the Applicable Law pursuant to which the Documents have been preserved. The categories of Documents, which may be destroyed as normal administrative practice, are listed below-

- catalogues;
- copies of press cuttings, press statements or publicity material;
- letters of appreciation or sympathy, or anonymous letters;
- request for copies of maps, plans, charts, advertising material;
- facsimiles where a photocopy has been made;
- draft of reports, correspondence, speeches, notes, spread sheets, etc.; and
- routine statistical and progress reports compiled and duplicated in other reports.

d) The documents may be destroyed in any of the following manner:

i. Recycle non-confidential paper records;
ii. Shred or otherwise render unreadable confidential paper records; and
iii. Permanently delete or destroy electronically stored data.

7. SUSPENSION OF RECORD DISPOSAL IN THE EVENT OF LITIGATION OR CLAIMS

In case the Company is served with any notice for request of documents, or any employees become aware of a governmental investigation or audit concerning the Company or commencement of any litigation against the Company, then the concerned employees of the Company responsible for handling any document(s) which may be connected with the investigation or litigation shall be informed by person in charge of handling of investigation or litigation etc., and thereafter any further disposal of related documents shall be suspended until further instructions.

8. ARCHIVAL OF DOCUMENTS POSTED ON WEBSITE

All the disclosures made by the Company to the Stock Exchanges under Regulation 30 of the SEBI (LODR) Regulations, 2015, shall be hosted on the website of the Company for a minimum period of 5 years. Thereafter, such disclosures shall be kept in the archives of the Company for a period of 2 years. In case the aforesaid disclosures are required by any Applicable Law or regulation to be hosted for a period longer than the mentioned above, such disclosures shall be hosted on the website of the Company for such a longer period.

9. REVIEW AND AMENDMENT OF THE POLICY

The management of the Company may periodically review this Policy as and when deemed necessary based on any changes in the laws, rules and regulations applicable to the Company from time to time or changes in internal processes, and such amendments shall be approved by the Board.

In case any provisions of the Policy are contrary to or inconsistent with the provisions of the Act, rules framed thereunder and SEBI (LODR) Regulations, 2015 ("Statutory Provisions"), the provisions of Statutory Provisions shall prevail.

10. OFFICE RESPONSIBLE

The Company Secretary and any other person authorized by the Board shall be responsible for ensuring overall compliance with this Policy.

For Online Instruments (India) Limited
(Formerly Online Instruments (India) Private Limited)

For Online Instruments (India) Limited

Shivanand Mallappa Mahashetti
Managing Director
DIN: 01180544

Authorised Signatory