

POLICY ON PRESERVATION OF DOCUMENTS

AMAGI MEDIA LABS LIMITED
POLICY ON PRESERVATION OF DOCUMENTS

1. PURPOSE

The SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (the “**SEBI Listing Regulations**”) *inter alia* mandate listed entities to frame policy(s) for preservation and archiving of documents. The purpose of this document is to formulate a policy for preservation of documents in accordance with Regulation 9 of the SEBI Listing Regulations so as to provide a framework for their adequate protection and preservation as per applicable laws.

2. DEFINITIONS

“**Applicable laws**” means securities laws defined under Regulation 2(1)(zf) of the SEBI Listing Regulations and other laws and statutes applicable to the Company, mandating preservation of documents.

“**Authorised Persons**” means the respective Functional/ Departmental heads of the Company.

“**Board**” means board of directors of the Company as constituted from time to time.

“**Company**” means Amagi Media Labs Limited.

“**Compliance Officer**” means the compliance officer appointed by the Company from time to time.

“**Document/s**” includes all papers, notes, notices, documents, agreements, filings, forms, memos, correspondences, records, files, books, etc., 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 the Act or under any other law for the time being in force or otherwise, maintained on paper or in Electronic Form.

“**Policy**” means this Policy on Preservation of Documents formulated by the Company.

The words or expressions used but not defined herein, shall have the meaning ascribed to them under the Companies Act, 2013 or the SEBI Listing Regulations as applicable.

3. CLASSIFICATION OF DOCUMENTS

For the purpose of the Policy, the documents of the Company are classified as follows:

Document(s) refers to papers, notes, agreements, notices, advertisements, requisitions, order, declarations, forms, correspondence, minutes, registers or any other record, required under or in order to comply with the requirements of any applicable law maintained on paper or in electronic form received or kept in pursuance of any Act or under any law or statute. The law requires the Company to maintain certain types of records either permanently or for a specified period of time. Failure to retain the records could inter-alia subject the employees and the Company to penalties and fines.

4. MODES OF PRESERVATION

- The Documents may be preserved either in physical form or electronic form.
- The Authorized Persons shall be the person(s) responsible to preserve the Documents.
- The preservation of Documents should be in such a manner to ensure that there is no tampering, alteration, destruction or anything 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 the authorized person for preservation, so as to ensure integrity and confidentiality of the Documents and prohibit unauthorised access.
- The Company shall make appropriate provisions for back up of all Documents preserved both physically and electronically.

5. DESTRUCTION OF DOCUMENTS

The preserved Document can be destroyed after the expiry of preservation period as mentioned in this Policy with the approval of the Board, in cases where the approval of Board is mandated by any law or regulations for the time being in force, or by the Authorised Persons, under intimation to the Company Secretary of the Company. Authorised Persons should keep proper records of documents destroyed.

6. REVIEW

This Policy may be reviewed and amended from time to time by the Board, in line with the changing regulatory requirements, or in case the Company faces any practical difficulties in implementing the Policy.

7. COMPLIANCE

All employees of the Company are required to comply with the provisions of this Policy and the guidance manual. Failure to comply by any employee of the Company with this Policy and the guidance may result in disciplinary action by the Company, including suspension or termination of employment.

Any queries regarding this Policy may be referred to the responsible person, who is in charge of administering, enforcing and updating this Policy.

8. INTERPRETATION

In any circumstance where the terms of this Policy are inconsistent with any existing or newly enacted law, rule, regulation or standard governing the Company, the said law, rule, regulation or standard will take precedence over this Policy and procedures.

9. VERSION HISTORY

S. No.	Version	Approved by	Effective Date	Amendment Summary
1.	I	Board	July 02, 2025	Policy drafted and approved

Document Review Cycle

S. No.	Next review date	Policy Owner
1	1 st Board Meeting of every Financial Year	Board of directors