Krystal Integrated Services Limited
(Previously known as Krystal Integrated Services Private Limited)

Policy on Preservation of Documents

KRYSTAL

SUMMARY OF POLICY / CODE	
Owner / Created by	Secretarial Team
Adherence by	Board of Directors
Version	1.4
Effective Date	September 15, 2023
Last Review Date	August 04, 2026
Review Frequency	AN - Annually OT – Other i.e upon regulatory change
Related Regulations	Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015
Next Review Date	August 2027 / as and when required due to change in regulations and / or applicable laws. Any subsequent amendment / modification in the Listing Regulations and / or applicable laws in this regard shall automatically apply to this Policy
Reviewed by	-
Approved by	Board of Directors
Approval Date	August 04, 2026
Confidentiality level	Board Document

Change History				
Version	**Effective Date**	**Created by**	**Approved by**	**Description of change**
1.1	September 15, 2023	Secretarial Team	Board of Directors	Initial Policy
1.2	August 12,2024	Secretarial Team	Board of Directors	Annual review and no changes were required.
1.3	July 31, 2025	Secretarial Team	Board of Directors	Annual review and no changes were required.

Change History				
Version	**Effective Date**	**Created by**	**Approved by**	**Description of change**
1.4	August 04, 2026	Secretarial Team	Board of Directors	Annual review and no changes were required.

Krystal Integrated Services Limited

Policy on Preservation of Documents

Introduction

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.

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 the relevant transactions:

for the purpose of such maintenance and preservation as prescribed.

Scope

The documents of a permanent nature, listed in Annexure 1, shall be maintained and preserved permanently by Krystal Integrated Services 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.

The documents to be maintained and preserved for a specified time period after completion of the relevant transactions, listed in Annexure 2, 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.

Definitions

"Policy" means this Policy on Preservation of Company Documents.

"SEBI Listing Regulations" means SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and amendments thereto.

"**Act**" means The Companies Act, 2013.

"**Board of Directors**" shall mean the Board of Directors of the Company, as constituted from time to time.

"**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.

"**Books of Accounts**" as defined in Section 2(13) of the Act.

"**Maintenance**" means keeping documents, either physically or in Electronic Form.

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

Roles and Responsibilities:

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.

Where a particular authorised person tenders his/her resignation or is transferred from one location of the Company to another, such person shall, before such resignation or transfer becoming effective, hand over, to his/her successor, all the relevant documents (whether in electronic form or otherwise) in his custody pursuant to this Policy together with any relevant passwords, lock and key, and any devices in his/her possession used to store such documents.

Authenticity and Destruction of Documents:

Where a document is being maintained both in physical form and electronic form, the authenticity with reference to the physical form should be considered for every purpose.

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 (as set out in Annexure 2) in such mode and under the instructions approved by the Functional/Departmental Heads.

Review/Amendments to 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.

Suspension of documents disposal in the event of litigation/claims:

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.

****

Annexure -1

Documents whose preservation shall be permanent in nature

Sr. No.	Document
1	Incorporation documents
2	Memorandum and articles of association
3	Register of members along with the index
4	Register of sweat equity shares
5	Register of directors and key managerial personnel
6	Register of renewed and duplicate share certificates
7	Register of employee stock option
8	Register and index of beneficial owners
9	Register of shares or other securities that have been bought back
10	Share certificate forms and related books and documents – disputed cases
11	Register of charges
12	Register of loans, guarantees, security and acquisition
13	Register of investments made by the Company not held in its name
14	Register of contracts or arrangements in which directors are interested
15	Foreign register of members
16	Minutes of proceedings of general meeting and resolutions passed by postal ballot, meeting of Board of Directors, creditors, committees of the Board of Directors and resolutions passed by circulation
17	Register of transfer and transmission of shares
18	Annual Returns, Assessment Orders, Loan Documents, Security Documents, Guarantee Documents, Investment Documents, Management Consultancy Agreements, Stock Exchange Listing Permissions etc.
19	Forms and returns filed with the Registrar of Companies, Ministry of Corporate Affairs, SEBI or any other regulatory authority
20	Any court/ NCLT orders
21	Certificates issued by the Registrar of Companies
22	Licenses and Permissions
23	Other statutory registers and documents maintained by the Company under various laws applicable to the Company or as prescribed by the Board of Directors from time to time

Annexure -2
Documents with preservation period of not less than eight years after completion of relevant transaction

Sr. No.	Document
1	Books of account including relevant books and papers and financial Statements
2	Disclosures/ notices by a director of his interest
3	Register of deposits
4	Instrument creating a charge or modification
5	Annual return and copies of all certificates and documents required to be annexed thereto
6	Register of debenture holders
7	Postal ballot forms
8	Correspondence with shareholders
9	Board Agenda and supporting Documents
10	General Meeting and related papers
11	Tax Records
12	Disclosures – SEBI (Substantial Acquisition of Shares and Takeovers) Regulations, 2011
13	Disclosures – SEBI (Prohibition of Insider Trading) Regulations, 2015
14	Protected Disclosures in writing or documented along with the results of investigation relating thereto (including the Investigation Report) as reported under the whistle-blower policy
15	Other statutory registers and documents maintained by the Company under various laws applicable to the Company or as prescribed by the Board of Directors from time to time.
16	All documents under SEBI Listing Regulations