

VEER GLOBAL INFRACONSTRUCTION LIMITED

PRESERVATION OF DOCUMENTS POLICY

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1. Introduction

This Document Preservation Policy, adopted by the Board of Directors, outlines the guidelines for the retention and preservation of the Company's records and public disclosures. The Company is obligated to maintain specific types of records for defined periods as mandated by applicable corporate and securities laws, including but not limited to the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, and the Companies Act, 2013.

2. Objective of the Policy

All of the Company's corporate information and records are important for keeping the business running smoothly. They need to be stored and kept safe as per the Company's policies. This Policy also ensures that shareholders get fair, enough, and timely updates through the Company's website so they can stay informed about how the Company is doing.

There are certain types of records, whether they're in physical or digital form, that need to be retained for a specified period of time, as identified below.

a) Documents to be preserved permanently: The documents listed in Schedule I, along with any other documents required legally, shall be maintained and preserved permanently by the Company.

b) Documents to be preserved for no less than eight (8) years: The documents listed in Schedule II, along with any other documents required legally, shall be maintained and preserved for no less than eight (8) years by the Company.

c) Documents to be preserved for no less than three (3) years: All communications to the Board and committees of the Board with regard to the calling of meetings.

3. Review and Amendment

In the event of any conflict between the provisions of this Policy and applicable laws, the provisions of the applicable laws shall prevail. Any subsequent amendments or modifications to the applicable laws shall automatically apply to this Policy. The Board reserves the right to review and amend this Policy from time to time, as deemed necessary.

Schedule I

Documents whose preservation shall be permanent in nature

1. Incorporation Documents
2. Registration Certificates obtained from various statutory authorities.
3. Licenses & Statutory Approvals.
4. Statutory Registers required under applicable laws
5. Minutes of General Meetings, Board meetings and various Committee Meetings.
6. Memorandum and Articles of Association
7. Material Agreements / Contracts
8. Orders issued by Courts / Statutory bodies.
9. Records relating to premises viz. Title Deeds / Lease Deeds of owned premises / land and buildings, etc.
10. Documents related to Intellectual Property.
11. Any other document as may be required to maintain permanently in terms of applicable law(s)

Schedule II

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

1. Books of account, including relevant books and papers.
2. Annual Return(s) as per the Companies Act, 2013.
3. Register of Charge & Register of Deposit as per Companies Act, 2013
4. Annual financial statements including
 - Annual accounts
 - Directors' report
 - Auditors' report
5. Notice, Scrutinizer's report, Proxy forms, and other Documents related to the General Meeting.
6. Notice, Agenda, Circular Resolutions and other Records related to Board & Committee Meeting.
7. All Records under the Listing Regulations.
8. Income Tax Returns and Records filed under Income Tax Act, 1961.
9. Any other document as may be required to maintain in terms of applicable law(s)