

MUMBAI URJA MARG LIMITED

POLICY ON PRESERVATION AND ARCHIVAL OF DOCUMENTS

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1. PREFACE:

This “**POLICY ON PRESERVATION AND ARCHIVAL OF DOCUMENTS**” (“**THE POLICY**”) has been adopted by the Board of Directors and shall be effective from August 11th, 2025.

In pursuance of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”), **Mumbai Urja Marg Limited** (“the Company”) is required to disclose on its website all such events or information which has been disclosed to stock exchanges where the securities of the Company are listed (“Stock Exchanges”) under Regulation 9 and Regulation 51 of Listing Regulations. Accordingly, the Company has adopted this Policy.

2. OBJECTIVE

Mumbai Urja Marg Limited believes that records and documents are a crucial part of a company and play a vital role in running the Company. It is the fundamental responsibility and accountability of a Company to maintain proper records of disclosed events and information. The objective of the Policy is to establish clear guidelines and procedures for the retention, storage, and management of disclosed events and information within the Company. This Policy aims to ensure that all relevant records are preserved in accordance with legal, regulatory, and business requirements while protecting the organization’s integrity, confidentiality, and operational efficiency. In pursuance of Regulation 9 and 51 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, whereby every listed entity is required to frame a Policy on preservation and Archival of documents.

3. ARCHIVAL AND PRESERVATION OF DISCLOSED EVENTS/ INFORMATION:

I. Manner of preservation of documents:

a) Methodology of preservation:

The Company may primarily utilize any one or more of the following in preserving the records:

- i. Department or function wise.
- ii. Subject or topic wise.
- iii. Chronologically
- iv. Such other method as the Departmental heads may consider appropriate, so as to fulfil the following objectives:
 - a. To meet legal standards for protection, storage and retrieval.
 - b. To optimize the use of space and minimize the cost of record retention.

The documents/records can be stored in physical/electronic form as print-outs of data stored in a floppy, disc, tape or any other form of electro-magnetic data storage device.

b) Security and security conditions:

The records of disclosed events and information should be stored in conditions that are secure and clean, with low risk of damage. Records of non-paper format shall require special storage conditions and handling process, after taking into account their specific character. Similarly, records of continuing value and requiring longer preservation shall require a higher quality of storage.

II. Duration of preservation:

The disclosed events/information on the website of the Company will be reviewed on an ongoing basis. All disclosed events/information on the website of the Company would be moved to an archival folder after a period of 5 years from the date on which such events/information are put up on the website. Thereafter, such disclosures shall be kept in the Archives of the Company for a period of two (2) years (or any other period as may be decided). Further, 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.

III. Retention of Other Company Records:

The records of disclosed events and other documents shall be retained in accordance with the provisions of the Companies Act, 2013 and the SEBI (LODR) Regulations, 2015. These records shall be classified as follows:

- i. Documents whose preservation shall be permanent in nature.
- ii. Document with preservation period of not less than eight (8) years after completion of the relevant transactions.

IV. Destruction of Records:

The documents that are not required to be maintained and preserved permanently may be destroyed with the approval of Board of Directors of the Company.

However, the documents that cannot be destroyed without the approval of the Board of Directors of the Company as per the provisions of the Act or Listing Regulations, prior approval shall be taken for the disposal of such documents. Also, proper records of destruction shall be maintained for the documents so destroyed.

V. Role and Responsibility of various Departmental heads:

- i. The department heads shall ensure they are familiar with this Policy and shall educate their respective departments accordingly.
- ii. They ensure that access to confidential records and information is appropriately restricted
- iii. They shall also coordinate and oversee the destruction of records, as and when required, in accordance with the applicable procedures.

4. Amendment and Applicability of Statutory Changes:

The Policy can be amended, modified, or revised by the Board of Directors of the Company from time to time. In case any provisions of the Policy is contrary to or inconsistent with the provisions of the Companies Act, 2013, rules framed thereunder, and SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015(“Statutory Provisions”), the provisions of Statutory Provisions shall prevail.

In case of any amendment(s), clarification(s), circular(s) etc. issued by the relevant authorities, not being consistent with the provisions laid down under this Policy, such amendment(s), clarification(s), circular(s) etc. shall prevail upon the relevant provisions of the Policy and this Policy shall stand amended accordingly from the effective date of such amendment(s), clarification(s), circular(s) etc.

Effective & Adopted with effect from – August 11th, 2025