

PRESERVATION OF DOCUMENTS AND ARCHIVAL POLICY

BACKGROUND

The Securities and Exchange Board of India (“SEBI”) has notified the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended (“Listing Regulations”). Regulation 9 of Listing Regulation mandates the Listed entities to formulate a Policy for preservation and archiving of documents.

The Board of Directors (“the Board”) has adopted the following Policy on Preservation & Archival of Documents & Records (“Policy”) and the Board may amend this Policy from time to time.

OBJECTIVE OF THE POLICY

The objective of this Policy is to determine the period for maintenance, preservation and disposal of physical and electronic Documents and Records of the Company. Pursuant to the Regulation 30 of the Listing Regulations, the listed company shall disclose on its website all such events or information which has been disclosed to stock exchange(s), and such disclosures shall be hosted and retained on the website of the Company for a minimum period of 5 (five) years from the date of its publication (“Mandatory Hosting Period”) and thereafter, as per this Policy.

This Policy defines the time period for which the disclosed information shall be archived beyond the Mandatory Hosting Period considering the requirements of various statutes, law, regulations etc. and other legal and administrative aspects (“the Archival Period”).

The Policy has been approved by the Board of Directors on December 15, 2023.

DEFINITIONS

“Archival” means accumulation/storage of historical records on server/ network or at a physical place.

“Board of Directors” or “the Board” means the Board of Directors of Healthy Biosciences Limited, as constituted from time to time.

“Company” shall mean “Healthy Biosciences Limited”.

“Documents” or **“Records”** refers to all papers, documents, agreements, filings, forms, memos, correspondences, records, files, books, etc., of the Company in physical or electronic forms.

“Electronic Form” means any data stored in any contemporaneous electronic device such as computer, laptop, compact 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 access to it.

“Preservation” or **“preserve”** means maintenance of documents and records (whether physical or electronic) in usable form and in good order, to prevent from being damaged or destroyed or tampered with.

“Policy” shall mean Preservation of Documents & Archival Policy.

“Listing Regulations” shall mean the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, together with the circulars issued there under, including any statutory modifications or re-enactments thereof for the time being in force.

MODE OF PRESERVATION & RESPONSIBILITY

The Authorized Person shall:

- preserve the Documents either in physical form or electronic form;
- preserve the Documents 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;
- ensure that the preserved Documents are accessible at all reasonable times;
- control access for preserved Documents, to ensure integrity and confidentiality of the Documents and prohibit unauthorised access;
- make appropriate provisions for back up of all preserved Documents, both physically and electronically.

ARCHIVAL PROCESS

All the relevant disclosures of information and events communicated to the stock exchanges under Regulation 30 of the Listing Regulations will be hosted on the website of the Company under the section titled “Investor Relations” for a period of five years and thereafter the same shall be archived to be available for retrieval for such period as may be decided by the Managing Director of the Company.

Subsequently, any shareholder of the Company intending to review archived information and events communicated to the stock exchanges may write to the Managing Director, Company Secretary and Compliance Officer of the Company.

DISPOSAL OF DOCUMENTS AND RECORDS

Documents and records which are no longer required or upon the expiration of the specified period of time for preservation may be destroyed in such a mode as deemed fit with the prior approval of any one of the key managerial personnel/ authorized person of the Company.

The Authorized Person shall maintain a register of disposal of records, with details of Documents destroyed in the format prescribed in the guidance manual. This applies to both physical and electronic Document.

AMENDMENTS AND REVIEW

This Policy will be periodically reviewed and amended based on any changes in the laws, rules and regulations applicable to the Company from time to time or changes in internal processes.

DISSEMINATION OF POLICY

This Policy shall be hosted on the website of the Company

INTERPRETATION

In case of any conflict between the provisions of this Policy and of the statutory provisions, the statutory provisions shall prevail over this Policy. Any subsequent amendment/ modification in the statutory provisions shall automatically apply to this Policy.