



Policy for Preservation, Maintenance and Archival of Documents

MOUNT HOUSING AND INFRASTRUCTURE LIMITED

POLICY FOR PRESERVATION, MAINTENANCE AND ARCHIVAL OF DOCUMENTS

1. PREAMBLE AND OBJECTIVE

The Company has formulated this policy in accordance with Regulations 9 and 30(8) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015.

The objective of this policy is to establish a framework for the preservation, maintenance and archival of documents of the Company.

The policy will be posted on the website of the Company.

2. PROCEDURE

2.1 For the purpose of this policy, the documents of the Company shall be classified as below:

- a. Documents which need to be preserved permanently;
- b. Documents which need to be preserved and maintained for a specific period of time by virtue of any Act/ Rule / Regulation that is applicable to the Company;
- c. Documents with preservation period not less than eight years after the completion of the relevant transactions.

2.2 The Company shall maintain on its website all such events or information which has been disclosed to stock exchange(s) in pursuance of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and such disclosures shall be hosted on the website of the Company for a minimum period of five years and thereafter shall be moved to archives. The website shall provide for the retrieval of the historical data from the archives at least for a period of five years after moving to archives.

2.3 The documents are to be maintained in physical form. However, wherever permitted by law, the Company may maintain the documents in electronic mode.

2.4 Where the documents of the Company are maintained by any external agency like the Registrar and Share Transfer Agents, such agency shall ensure the adoption of this policy for the preservation of the documents of the Company.

2.5 The documents shall be maintained at the Registered Office of the Company or at such other place as may be approved by the Board of Directors of the Company.

2.6 The documents of the Company that need to be preserved for a specified period, may be destroyed after the completion of the specified period, after making a list of documents to be destroyed and after being inspected by a responsible officer of the Company.

2.7 The documents, the preservation or destruction of which is not controlled by any law for the time being in force, may be destroyed after making a list of the documents to be destroyed and after being inspected by a responsible officer of the company.

3. AMENDMENT

This Policy shall not be amended unless the amendment is approved by the Board of Directors or is required pursuant to change in the applicable law.