

POLICY ON PRESERVATION OF DOCUMENTS

[Regulation 9 and Regulation 30(8) of SEBI (LODR) Regulations, 2015]

1. Preamble and Objective

Hypersoft Technologies Limited ("the Company") has adopted this Policy on Preservation of Documents ("the Policy") pursuant to Regulation 9 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, read with the applicable provisions of the Companies Act, 2013. The objective of this Policy is to classify the documents and records of the Company and to specify the manner and period of their preservation, maintenance and disposal.

2. Classification of Documents

Category A – Documents to be preserved permanently

- Certificate of Incorporation, Memorandum and Articles of Association and all amendments thereto;
- All statutory registers required to be maintained permanently under the Companies Act, 2013, including the Register of Members and the Register of Directors and Key Managerial Personnel;
- Minutes of all General Meetings, Board Meetings and Committee Meetings, together with the attendance registers;
- Title deeds of immovable properties and key agreements of an enduring nature;
- Annual Reports and Audited Financial Statements (standalone and consolidated) of the Company.

Category B – Documents to be preserved for not less than eight (8) years

- Books of account together with the relevant vouchers and supporting records;
- All statutory filings, returns, forms and intimations made with the Registrar of Companies, the Stock Exchange and other regulatory authorities;
- Notices, agenda and supporting papers for meetings of the Board, its Committees and the shareholders;
- Records relating to transfer, transmission, dematerialisation and rematerialisation of securities;
- Correspondence and records relating to investor grievances and their redressal;
- All other documents required under applicable law to be preserved for a specified period.

3. Archival on the Website

The Company shall preserve and host on its website those documents, disclosures and information as are required under the SEBI LODR Regulations, 2015. All disclosures made to the Stock Exchange under Regulation 30 of the SEBI LODR Regulations, 2015 shall be hosted on the website of the Company for a minimum period of five years and shall thereafter be archived in accordance with this Policy. The Annual Report, shareholding pattern and corporate governance report shall be retained on the website for a minimum of five years.

4. Mode of Preservation

Documents may be preserved either in physical form or in electronic form. Where documents are preserved electronically, the Company shall ensure that the integrity, authenticity and security of the records are



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maintained, that they are protected against unauthorised access or alteration, that adequate backup is maintained, and that the records are capable of being retrieved and reproduced as and when required.

5. Destruction of Documents

No document shall be destroyed before the expiry of its prescribed retention period. Documents may be destroyed by or under the authority of the Company Secretary, after recording the particulars of the documents destroyed. No document which is the subject matter of any pending litigation, inquiry, audit or regulatory proceeding shall be destroyed until the conclusion of such proceedings, even if the prescribed retention period has elapsed.

6. Authority and Review

The Company Secretary of the Company shall be responsible for the implementation, administration and periodic review of this Policy. This Policy shall be hosted on the website of the Company at www.hypersoftindia.com.