



## Policy for Preservation of Documents for “Worth Peripherals Limited”

Under Regulation 9 of the SEBI  
(Listing Obligations and Disclosures Requirements) Regulation, 2015

### **1. Preamble:**

The Board of Directors (Board) of Worth Peripherals Limited (“**the Company**” or “**Worth**”) have adopted a policy and procedure with regards to preservation of documents as defined below. The Board shall review and may amend this policy from time to time.

### **2. Purpose:**

This policy is framed as per requirement of Regulation 9 of SEBI (Listing Obligations and Disclosures Requirements) Regulations, 2015.

### **3. Introduction:**

A document preservation policy involves the systematic identification, categorization, maintenance, review, retention, and destruction of documents received or created in the course of business.

The policy contains the guidelines to identify documents that need to be maintained, the retention period of such documents, disposal of such documents if the same are no longer needed and methods for access and retrieval of such documents based on need as per the rules made under the law.

### **4. Definitions:**

- I. **Act:** Means the Companies Act, 2013.
- II. **Board of Directors:** Board of Directors of Worth Peripherals Limited.
- III. **The Company:** “Worth Peripherals Limited” or “**the Company**” or “**Worth**”.
- IV. **SS-1:** Secretarial Standard-1 for the Board Meetings as notified by the ICSI.
- V. **SS-2:** Secretarial Standard-2 for the General Meeting as notified by the ICSI.
- VI. **SEBI (LODR) Regulation, 2015:** SEBI (Listing Obligations and Disclosures Requirements) Regulation, 2015.
- VII. **Compliance Officer:** The Company Secretary and/or a Key Managerial Person appointed by the Board of Directors of the Company as the Compliance Officer for the purpose of these regulations from time to time.
- VIII. **SEBI:** The Securities and Exchange Board of India.
- IX. **Rules:** Rules made under the Companies Rules, 2014.
- X. **Regulation:** Regulations made under SEBI Act and Regulations made thereunder.



## **5. Documents whose preservation shall be permanent in nature:**

The Board of Directors shall decide necessity of preservation of documents being of a permanent nature or as may be amended from time to time, in accordance with the Act and Regulation.

**Notwithstanding anything contained herein the Act, SS-1 and SS-2 the following documents/ records maintained under the Act, Rules and Regulations shall be preserved permanently:-**

- a. Financial Statements, duly signed annual reports.
- b. Annual Returns filed with the ROC.
- c. Minutes of all the General Meetings, Board & Committee Meetings.
- d. Disclosures made under the SEBI (PIT) Regulations, 2015 and (SAST) Regulations, 2011 and the SEBI (LODR) Regulations, 2015 to the Stock Exchange from time to time.
- e. Memorandum and Articles of Association of the Company as may be amended from time to time.
- f. Shareholders and Joint Venture agreement.
- g. Letter of Offer related to public issue, right issue, further issue, buyback offer, etc.
- h. Agreement with the Share Transfer Agent, Depositories.
- i. Any others, if Board of Directors may think deemed fit.

## **6. Documents with preservation period of not less than eight years for completion of the relevant transaction:**

- a. Annual Returns;
- b. Board Agenda and supporting documents;
- c. Attendance register;
- d. Office copies of Notice of General meetings and related papers;
- e. Office copies of Notice of Board/Committee meetings, Notes on Agenda and other related papers;
- f. All notices pertaining to disclosure of interest of Directors;
- g. Instrument creating a charge on modification;
- h. Books of accounts, financial statements etc;
- i. Register of debenture holders or any other security holders.

Further Regulation 30 (8) of the Listing Regulations also refers to an archival policy as per which all events or information which has been disclosed to stock exchange(s) under regulation 30 shall be hosted on the website of the Company for a minimum period of five years and thereafter as per the archival policy of the company, as disclosed on its website. Besides the above, as per applicable provisions of the Act, certain documents must be preserved permanently or up to a certain prescribed time. Accordingly this policy has been framed keeping in view particularly the requirements of Listing Regulations and the provisions of the Act.



## **7. Responsibility of employees for preservation of documents:**

The Company Secretary and in absence thereof the Key Managerial Personal appointed by the Board of directors of the Company are responsible for taking into account the potential impacts on preservation of the documents in their work area and their decision to retain/preserve or destroy documents pertaining to their area.

## **8. Authorized for monitoring the policy:**

The Company Secretary or any one Key Managerial Personnel of the Company authorized by Board of Directors shall be responsible for monitoring the Policy. The authorized person shall inform its Board of Directors about the monitoring of the Policy.

The authorized person shall take necessary steps to discharge his duty.

## **9. Preservation principles:**

- It is only through preservation that continued availability and access to items in the collections can be maintained. The following principles shall be kept in mind:-
- Where possible, documents are preserved in their original format, respecting the physical integrity and authenticity of the original documents.
- Active conservation is employed, when appropriate to prevent, further deterioration or damage to an item, or to enable access to be given.
- Appropriate conservation measures will take into account the needs, value, significance, and usage of the items in question.
- Surrogates shall be created, where appropriate, to protect the original, and to allow wider access to the content. Surrogates shall not replace the original, which will still need preservation.
- All staff are made aware of the paramount importance of preservation, and are trained on safe handling of documents.

## **10. Security of documents:**

The Board shall ensure that all the documents shall be kept in a safe place in the Company premises. The Board may authorize person(s) for the security of documents, who shall be responsible for safe custody of documents.



### **11. Suspension of record disposal in the event of litigation or claims:**

In case the Company is served with any notice for request of documents or any employee becomes aware of a governmental investigation or audit concerning of the Company or commencement of any litigation against the Company, such employee shall inform the Top Management and any further disposal of documents shall be suspended until such time as the Top Management with the due advice from the legal counsel determine otherwise. The Top Management in such case shall inform all the employees the need to retain the documents and suspension of disposal of the same.

### **12. Disposal of documents:**

Disposal of documents after said period of eight years (whose preservation shall not be permanent in nature) shall be done in the presence of Authorized person in method prescribed by Board of Directors. Before disposing a soft copy shall be taken for the record.

### **13. Review of the policy:**

The board of directors of the company shall review the policy on annual basis. The authorized person shall provide regular assurance to board of directors on the effectiveness of the Policy.

**Note: The above said policy was updated and approved by the Board of Directors at their meeting held on January 29, 2026.**

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