

# Pyxis Finvest Limited

## Policy on preservation of documents

[Pursuant to Regulation 30(8) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015]

### Definition:

- i. **“Board of Directors”** or **“Board”** shall mean the Board of Directors of the Company, as constituted from time to time.
- ii. **“Company”** shall mean Pyxis Finvest Limited
- iii. **“Documents”** shall mean all papers, records, files, books, tapes, CDs, DVDs, storage devices etc., both in physical and electronic form, and the like as required to be maintained under any law or regulation for the time being in force.
- iv. **“SEBI Listing Regulations”** shall mean the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015.

### Objective:

The Company to disclose on its website all such events or information which has been disclosed to the Stock Exchanges under Regulation 30 of the SEBI Listing Regulations, for a minimum period of five (5) years, as statutorily required, and thereafter archived for a period of 1 year.

### Tenure of preservation:

The documents of a permanent nature (listed in *Annexure 1*) shall be maintained and preserved **permanently** by the Company subject to the modifications, amendments, additions, deletions or any changes made therein from time to time. All such modifications, amendments, additions, deletions in the documents shall also be preserved permanently by the Company.

The documents to be maintained and preserved for a specified time period after completion of the relevant transactions (listed in *Annexure-2*) shall be preserved by the Company for the term **not less than eight years** after completion of the relevant transactions subject to the modifications, amendments, additions, deletions or any changes made therein from time to time. All such modifications, amendments, additions or deletions in the documents shall also be preserved for a term not less than eight years

### Destruction of Records:

Records will be reviewed annually, and those due for disposal will be destroyed. If the Company receives a notice for documents from a statutory authority, or if litigation involving the Company begins, the disposal of relevant documents will be suspended until the matter is resolved.

### Mode of Preservation:

Records/documents may be preserved either physically or in electronic form.

### Review/Amendments to this policy:

The above said policy was reviewed and approved with changes by the Board of Directors in their meeting held on 30<sup>th</sup> August, 2024

**For Pyxis Finvest Limited**

Sd/-

**Uttam Bharat Bagri**  
**Managing Director**  
**DIN: 01379841**

# Pyxis Finvest Limited

## **Annexure 1**

### **Documents whose preservation shall be permanent in nature**

- i. Registration Certificate
- ii. Memorandum and Articles of the Company
- iii. Affidavit from the subscribers to the memorandum and from person named as the first directors
- iv. Statutory registers required under applicable laws
- v. Audited financial statements
- vi. Minutes of Board/General/Committee Meetings
- vii. Material Agreement/Contract
- viii. Order issued by Courts/Statutory Bodies
- ix. Any other documents as may be require to maintain permanently in terms of applicable law(s), maintained and preserved from time to time

## **Annexure 2**

### **Documents with preservation period of not less than eight years after completion of relevant transaction**

- i. Books of Accounts
- ii. Annual Return(s)
- iii. Personnel Documents
- iv. Insurance Policies/Claims under various
- v. All notices pertaining to disclosure of interest of directors
- vi. Correspondence with Department/Shareholders
- vii. Non-Statutory Registers/Documents
- viii. Certificates surrendered to a Company
- ix. Instrument creating a charge or modification
- x. Films, Video, CDs, DVDs, etc
- xi. Any other documents as may be require to maintain permanently in terms of applicable law(s), maintained and preserved from time to time