

PRANIK LOGISTICS LIMITED



**POLICY ON
PRESERVATION OF
DOCUMENTS**

PRANIK LOGISTICS LIMITED



1. INTRODUCTION

- 1.1 The Board of Directors ("the Board") of Pranik Logistics Limited ("the Company") has adopted the Policy to be known as "Policy on Related Party Transaction" regarding the review and approval of Related Party Transactions and to set forth the guidelines on materiality of such Related Party Transactions.
- 1.2 This Policy has been made in compliance with the requirements of Section 188 of the Companies Act, 2013 and Rules made there under (the "Act") and Regulation 23 of the SEBI (Listing Obligations & Disclosure Requirements) 2015 (the "Listing Regulations").
- 1.3 The Board has adopted this Policy at its meeting held on 26th May, 2024, which can be amended from time to time and shall come into effect from the date of listing of the Equity Shares of the Company.

2. OBJECTIVE

This Policy is made with an intent to ensure proper approval and reporting of RPTs as applicable, between the Company and related party(ies) in the best interest of the Company and its Stakeholders.

3. DEFINITIONS

- 3.1 Unless repugnant to the meaning or context thereof, the following expressions, wherever used in this Code, shall have the meaning assigned to them below:

- (I) "Arm's Length Transaction" means a transaction between 2 (two) related parties that is conducted as if they were unrelated, so that there is no conflict of interest.
- (II) "Associate Company" in relation to another company, means a company in which that other company has a significant influence, but which is not a subsidiary company of the company having such influence and includes a joint venture company.

Explanation: -For the purposes of this clause-

- a) *the expression "significant influence" means control of at least twenty per cent. of total voting power, or control of or participation in business decisions under an agreement;*
- b) *the expression "joint venture" means a joint arrangement whereby the parties that have joint control of the arrangement have rights to the net assets of the arrangement.*
- (III) "Audit Committee" means an Audit Committee constituted by the Board of Directors of the Company as per Section 177 of the Companies Act, 2013 or rules made thereunder and Regulation 18 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, (LODR) and the Act, from time to time.



PRANIK LOGISTICS LIMITED

subject to the modifications, amendments, additions, deletions or any changes made therein from time to time.

Provided that all such modifications, amendments, additions, deletions in the documents shall also be preserved permanently by the Company.

(ii) **SPECIFIED PERIOD**

The documents to be maintained and preserved for a specified time period after completion of the relevant transactions which is given in Annexure 2 which 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.

Provided that all such modifications, amendments, additions or deletions in the documents shall also be preserved for a term not less than eight years.

In the event the Company is served with any notice for documents from any of the statutory authorities or any litigation is commenced by or against the Company, then the disposal of documents which are subject matter of such notice or litigation shall be suspended until such time the matter is settled, resolved or disposed off. The relevant authorised person shall be responsible for informing all relevant employees of the Company about suspension of further disposal of documents.

The respective Functional/ Departmental heads of the Company shall be responsible for maintenance and preservation of documents in respect of the areas of functions falling under the charge of each of them, in terms of this Policy. They shall also designate an authorised person who shall ensure compliance of this Policy.

5. DESTRUCTION OF DOCUMENTS

The documents specified in Annexure 2 which are not required to be maintained and preserved permanently, may be destroyed after the expiry of the specified retention period in such mode and manner as specified and approved by the Functional/ Departmental Heads.

6. AMENDMENT TO THE POLICY

The policy would be reviewed on an annual basis by the Board of Directors. In case, there are any regulatory changes requiring modifications to the Policy, the Policy shall be reviewed and amended with due approval from the Board of Directors. However, the amended regulatory requirements will supersede the existing Policy till the time Policy is suitably amended.

PRANIK LOGISTICS LIMITED


Director



"ANNEXURE – 1"
DOCUMENTS WHOSE PRESERVATION SHALL BE PERMANENT IN NATURE

Sr. No.	Documents
1.	Property records including purchase and sale deeds, licences, copyrights, patents & trademarks
2.	Certificate of Incorporation
3.	Minutes of Board, Committee and Shareholders' Meetings
4.	Register of Members and other Statutory Records
5.	Personal files of all live employees
6.	Any other record as may be decided by the Chief Executive Officer/ Managing Director/ Whole-time Director of the Company from time to time.

"ANNEXURE – 2"
**DOCUMENTS WITH PRESERVATION PERIOD OF NOT LESS THAN EIGHT YEARS
AFTER COMPLETION OF RELEVANT TRANSACTION**

Sr. No.	Documents
1.	Books of account including relevant books and papers and financial statements.
2.	Disclosures/ notices by a director of his interest
3.	Instrument creating a charge or modification
	Annual return and copies of all certificates and documents required to be annexed thereto
4.	Registers of Fixed assets
5.	Attendance Register of Board Meetings
6.	Attendance Register of Committee Meetings
7.	Attendance Slips of General Meetings
8.	Register of Deposits
9.	Register of Proxies
8.	Any other record as may be decided by the Chief Executive Officer/ Managing Director/ Whole-time Director of the Company from time to time.

PRANIK LOGISTICS LIMITED


Director