



NORBEXI INDUSTRIES

Limited

CIN - U55101MH2016PTC273960

www.norbexi.com

Norbexi Industries Limited

(CTS No. 1182 & House Number 28, South Canal Road, Gokulpeth,
Nagpur, Nagpur, Maharashtra, India, 440010)

CIN: U52292MH2016PLC273960

***DOCUMENTS FOR PRESERVATION OF DOCUMENT
AND ARCHIVAL OF DOCUMENTS***

***Approved by Board of Directors at its meeting held
on 02nd January, 2026.***



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1. Introduction

This Policy is made as per Regulation 9 of the **SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015**.

The Company is required to maintain and preserve important documents and records properly. This Policy explains:

- Which documents must be kept permanently
- Which documents must be kept for at least 8 years
- How documents should be stored and disposed

2. Purpose of the Policy

The purpose of this Policy is to:

- Ensure proper maintenance of Company records
- Protect documents from damage, loss, or misuse
- Enable easy access and retrieval of records
- Ensure compliance with the Companies Act, SEBI Regulations, and other applicable laws

3. Applicability

This Policy applies to:

- All departments of the Company
- All documents maintained in physical or electronic form
- All offices and locations of the Company

4. Mode of Preservation

Documents may be maintained:

- In physical form (files, registers, records)
- In electronic form (server, computer, cloud storage, etc.)



Important documents should be stored safely.
Permanent or critical documents should be kept in secure cabinets or protected digital storage with proper backup.

5. Categories of Documents

Documents are divided into two categories:

A. Documents to be Preserved Permanently

The following documents shall be kept permanently:

- Incorporation documents filed with ROC
- Certificate of Incorporation and Change of Name (if any)
- Memorandum and Articles of Association (as amended)
- Minutes of Board, Committee and General Meetings
- Statutory Registers
- Licenses and approvals from authorities
- Court orders and regulatory orders
- Agreements with Stock Exchanges and Depositories
- Title deeds and property documents
- Company policies
- Any other document required to be preserved permanently under law

B. Documents to be Preserved for Minimum 8 Years

The following documents shall be kept for at least 8 years:

- Annual Returns
- Attendance Registers of meetings
- Income tax records
- Notices of meetings and supporting papers
- Employee records (8 years after separation)
- Directors' disclosures
- Charge documents
- Books of accounts and financial statements
- Scrutinizer's reports
- Other important tax and project-related documents



If any law requires a longer period, the Company shall follow that law.

6. Website Documents

As required under SEBI Regulations and the Companies Act, the Company shall:

- Maintain a functional website
- Upload all required disclosures and policies
- Keep website information available for the current financial year and previous five financial years
- Update website content within two working days of any change

After five years, such information may be removed from the main website but shall be kept in backup for at least 3 more years.

7. Archival of Documents

Physical Records:

- Current year and one previous year records should be easily accessible.
- Older records should be stored properly and safely until the required preservation period is completed.

Electronic Records:

- Documents shall be stored on the server.
 - Regular backups shall be maintained.
 - Older data shall be preserved until the required period is completed.
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8. Disposal of Documents

Documents may be destroyed only:

- After completion of the required preservation period
- With approval of the Board
- In the presence of the Company Secretary and CFO



The Company shall maintain a **Register of Documents Destroyed**, mentioning:

- Name of document
- Year to which it relates
- Date and mode of destruction

Documents related to ongoing litigation, investigation, or disputes shall NOT be destroyed.

9. Responsibility

Each department head and concerned employee is responsible for:

- Proper maintenance of records
- Ensuring compliance with this Policy
- Avoiding unauthorized destruction of documents

10. Review of Policy

This Policy shall be:

- Placed on the Company's website
- Reviewed by the Board from time to time
- Automatically amended if there are changes in applicable laws