

POLICY ON PRESERVATION OF DOCUMENTS



Version	Approved by	Approved On	Effective From
Version 1.0	Board of Directors	May 13, 2021	May 13, 2021
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1. INTRODUCTION

The Securities and Exchange Board of India (“SEBI”) vide its notification dated September 02, 2025 issued the SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015 (“the SEBI Listing Regulations”) inter alia mandate listed entities to frame policy(s) for preservation and archiving of documents.

2. PURPOSE

The purpose of this documents is to formulating a policy for preservation of documents in accordance with Regulation 9 of SEBI Listing Regulations so as to provide a framework for their adequate protection and preservation as applicable laws.

3. DEFINITIONS

“Act” means the Companies Act, 2013, as amended from time to time

“Authorised Person” means any person duly authorised by the Board.

“Board” means the Board of directors of the Company.

“Company” means Krsnaa Diagnostics Limited.

“Current Document(s)” means any document which has an ongoing relevance with reference to ongoing litigation, proceedings, complaint, dispute, contract or any like matter.

“Document(s)” refers to papers, notes, agreements, notices, advertisements, requisitions, orders, declarations, forms, correspondence, minutes, indices, registers and or any other record, required under or in order to comply with the requirements of any applicable Law, whether issued, sent, received or kept in pursuance of the Act or under any other law for the time being in force or otherwise, maintained on paper or in Electronic Form and does not include multiple or identical copies.

“Electronic Record(s)” means the electronic record as defined under clause (t) of subsection (1) of section 2 of the Information Technology Act, 2000.

“Electronic Form” means any contemporaneous electronic device such as computer, laptop, compact disc, floppy disc, space on electronic cloud, or any other form of storage and retrieval

device, considered feasible, whether in possession or control of the Company or otherwise where the Company has control over access to it.

“Maintenance” means keeping the Documents, either physically or in Electronic Form.

“Policy” means the Policy on Preservation of Documents approved by the Board of Directors and set out in this document, as amended from time to time;

“Preservation” means to keep in good order and to prevent from being altered, damaged or destroyed and;

“Regulations” means the Securities Exchange Board of India (Listing Obligation and Disclosure Requirements) Regulations, 2015. The words and phrases used in this Policy and not defined here shall derive their meaning from the said Regulations and the Act.

Words and expressions used and not defined in this Policy shall have the meaning as described in the SEBI Listing Regulations, the Securities and Exchange Board of India Act, 1992, as amended, the Securities Contracts (Regulation) Act, 1956, as amended, the Depositories Act, 1996, as amended, or the Companies Act, 2013 and rules and regulations made thereunder.

4. CLASSIFICATION OF DOCUMENTS

The objective of this Policy is to ensure that all necessary documents and records of the Company are adequately protected and preserved as per the statutory requirements and to ensure that the records of the Company which are no longer needed are discarded according to the disposal mechanism set out under this Policy. This Policy also provides for and shall aid the management and employees of the Company in understanding their obligations to retain and preserve the documents of the Company.

This Policy classifies the documents of the Company into following categories as follows:

- I. Documents whose preservation shall be permanent in nature;
- II. Documents with preservation period of not less than eight (8) years after completion of the relevant transactions.

5. MODES OF PRESERVATION

- i. The Documents may be preserved either in physical form or electronic form.
- ii. The officer(s) of the Company who is/are generally expected to observe the compliance of requirements of applicable law shall be the person(s) responsible to preserve the Documents (authorized person). This is more particularly as set out in the guidance manual.
- iii. The preservation of documents should be in such a manner to ensure that there is no tampering, alteration, destruction or anything which endangers the content, authenticity,

utility or accessibility of the documents.

- iv. The preserved documents must be accessible at all reasonable times. Access may be controlled by the authorized person for preservation, so as to ensure integrity and confidentiality of the documents and prohibit unauthorized access.
- v. The Company shall make appropriate provisions for back up of all documents preserved both physically and electronically.

6. DESTRUCTION OF DOCUMENTS

After the expiry of the retention period, the preserved documents may be destroyed in such mode as may be recommended by the authorized person and approved by the Whole-time Director of the Company. The details of documents destroyed by the Company shall be recorded in the register of disposal of records to be kept by authorized persons who are disposing of the documents in the prescribed format. This applies to both physical and electronic documents.

7. AMENDMENTS

The Company is dedicated to regularly assess and update its policies and procedures. Consequently, this policy may be amended from time to time subject to Board approval and in compliance with applicable laws and regulations. This policy and any further modifications/ amendments to the same shall be promptly disclosed on the Company's website and filed in accordance with the applicable laws and regulations.

In case of any amendment(s), clarification(s), circular(s) etc. issued by the relevant authorities, not being consistent with the provisions laid down under this Policy, then such amendment(s), clarification(s), circular(s) etc., shall prevail upon the provisions hereunder and this Policy shall stand amended accordingly from the Effective Date as laid down under such amendment(s), clarification(s), circular(s) etc.