Mahindra EPC Irrigation Ltd.
Plot No. H-109, MIDC, Ambad
Nashik-422 010 India
Tel: +91 253 6642000
Email: Info@mahindrairrigation.com
www.mahindrairrigation.com

MAHINDRA EPC IRRIGATION LIMITED

ARCHIVAL OF DOCUMENTS POLICY

(Framed under the Regulation 9 & 30 (8) of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015)

Name of Document	Archival of Documents
Version	4
State whether Policy/Code/Manual/ Guideline	Policy
Group Level/ Sector Level/ Company Level (Specify which sector)	Company Level
Issuing Authority	Board of the Company
Owner of the Document	Company Secretary and Compliance Officer
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ARCHIVAL POLICY

1. INTRODUCTION

The Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI LODR Regulations") requires listed companies to disclose on its website all such events or information which has been disclosed to stock exchange(s) under Regulation 30 an 46 of Chapter IV of the SEBI LODR Regulations, as amended from time to time and such disclosures 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 and applicable laws.

2. PURPOSE AND SCOPE

The purpose of this document is to present a high-level policy statement for Mahindra EPC Irrigation Limited ("the Company") regarding preservation of its documents in accordance with all the statutory and regulatory provisions applicable to the Company including the Companies Act, 2013 and SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI LODR Regulations").

This policy covers all events or information which has been disclosed to Stock Exchange(s) under Regulation 30 of Chapter IV of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended from time to time.

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3. POLICY

The events or information which has been disclosed by the Company to the Stock Exchange(s) under Regulation 30 of the SEBI LODR Regulations will be hosted on the website of the Company for a period of five years or two years, as the case may be from date of its initial posting/ hosting and preserved in accordance with clause (b) of Regulation 9 of SEBI (LODR) Regulations.

Upon the expiry of the five-year period as the case may be, such disclosures may be removed or deleted from the website, subject to the applicable provisions of the regulations and the archival policy of the Company.

4. DEFINITIONS

- "Document(s)" refers to papers, notes, agreements, notices, advertisements, requisitions, order, 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, the time being in or otherwise, maintained on paper or in Electronic form received or kept in pursuance of the Act or under any other law for and does not include multiple or identical copies. "Electronic Record(s)" means the electronic record as defined under clause (t) of sub-section (1) of section 2 of the Information Technology Act, 2000.

- "Electronic Form" means on any 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 the same is in possession or control of the Company or otherwise the Company has control over access to it.

- "Maintenance" means keeping Documents, either physically or in Electronic Form.

- "Preservation" means to keep in good order and to prevent from being altered, damaged or destroyed.

5. DISSEMINATION OF POLICY

This Policy shall be hosted on the website of the Company.

6. 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 a Governmental Investigation or Audit concerning the Company or commencement of any litigation against the Company, then disposal of documents shall be suspended until such time as the Top Management with the due advice from the legal counsel determine otherwise. Such documents shall be preserved until the completion of the Judicial Proceedings.

7. Confidentiality Requirement

Many records maintained under the applicable regulatory framework contain non-public and confidential information. Such records must be safeguarded and handled in accordance with the Company's confidentiality policies and all applicable laws and regulations.

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8. Electronically Stored Information

The Company may maintain its records in electronic form in accordance with Rule 27(1) of the Companies (Management and Administration) Rules, 2014. Electronic records shall be maintained, preserved, and managed in compliance with the requirements prescribed under the applicable provisions of the Companies Act, 2013 and the relevant rules made thereunder.

9. Policy Review

This Policy is framed based on the requirements of the Regulation 9 and 30(8) of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015.

In the event of any conflict or inconsistency between the provisions of this Policy and the provisions of the Companies Act, 2013, SEBI LODR Regulations, rules, regulations, circulars, notifications, Secretarial Standards or any other applicable statutory or regulatory requirement, the provisions of such applicable law or regulatory requirement shall prevail.

Any subsequent amendment, modification, clarification, circular, notification or statutory requirement issued by the competent authority in relation to preservation, retention or archival of documents shall, to the extent applicable, prevail over the provisions of this Policy, and this Policy shall be suitably amended or modified to ensure continued compliance with applicable laws and regulations.

This Policy shall be reviewed by the Board of Directors as and when any changes are to be incorporated in the Policy due to change in regulations or as may be felt appropriate by the Board. Any changes or modification on the Policy would be approved by the Board of Directors.

10. LIMITATION AND AMENDMENT:

Any subsequent amendment/modification in the Act, SEBI Listing regulations and/or other applicable laws in this regard shall automatically apply to this Policy 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 herein and this Policy shall stand amended accordingly from the effective date as laid down under such amendment(s), clarification(s), circular(s) etc.

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