

POLICY FOR PRESERVATION OF DOCUMENTS

1. Preamble:

This Policy is formulated in terms of Regulation 9 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015.

2. Effective Date

This Policy has been adopted by the Board of Directors of Parag Fans & Cooling Systems Limited ('the Company') at its Meeting held on..... and the effective date of this policy is.....

3. Documents whose preservation shall be permanent:

The following documents shall be preserved on permanent basis:

- a. Shareholding Pattern [Regulation 31 (1)(b)].
- b. Quarterly Financial results [Regulation 33 (3)(a)].
- c. Annual Financial Results [Regulation 33 (3)(d)].
- d. Annual Report [Regulation 34 (1)].
- e. Shareholding Pattern in case of Capital restructuring [Regulation 31 (1)(c)].
- f. Voting results of General Meetings [Regulation 44(3)].
- g. Draft Scheme of Arrangement [Regulation 37].
- h. Yearly disclosure of Shareholding of Promoters [Regulation 30(2) of the Securities and Exchange Board of India (Substantial Acquisition of Shares and Takeovers) Regulations, 2011].

4. Preservation of Documents for 8 years:

The following documents shall be preserved for 8 years:

- a. Statement under Grievance Redressal Mechanism [Regulation 13(3)].
- b. Corporate Governance Report [Regulation 27(2)(a)].
- c. Statement of deviation or variation in use of issue proceeds [Regulation 32(1)].
- d. Compliance Certificate to the exchange about the Share related activities maintained by RTA registered with SEBI [Regulation 7(3)].
- e. Compliance Certificate w.r.t. transfer or transmission or transposition of securities [Regulation 40(10)].
- f. Intimation of appointment of Share Transfer Agent [Regulation 7(5)].

- g.** In-principle approval prior to issue of securities.
- h.** Prior intimation of Board meeting for financial results [Regulation 29(1)(a)].
- i.** Prior intimations of Board meeting for Buy-back, Voluntary delisting, etc. [Regulation 29(1)(b), 29(1)(c), 29(1)(d), 29(1)(e) and 29(1)(f)].
- j.** Prior intimations of Board meeting for alteration in nature of securities [Regulation 29(3)].
- k.** Disclosure of Price Sensitive information.
- l.** Shareholding Pattern prior to listing of securities [Regulation 31(1)(a)].
- m.** Record date or date of closure of transfer books [Regulation 42(2)].
- n.** Reconciliation of Share Capital Audit Report [Regulation 55A of the Securities and Exchange Board of India (Depositories and Participants) Regulations, 1996].

5. Preservation of Documents:

The documents specified in item Nos. 3 & 4 shall be kept in electronic mode.