



PRESERVATION AND ARCHIVAL POLICY

JUNIPER GREEN ENERGY LIMITED

(Formerly known as Juniper Green Energy Private Limited)

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I. Preamble

JUNIPER GREEN ENERGY LIMITED (hereinafter referred to as the “JGEL” or “Company”) has formulated Preservation & Archival Policy (hereinafter referred to as “Policy”) in compliance with the Regulation 9, 30(8) and other regulations of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and the provisions of the Companies Act, 2013 read with rules made thereunder, as amended from time to time.

The Board of Directors of the Company adopted the policy for preservation of documents and archival policy vide its meeting held on June 23, 2025.

II. Objective

This Policy sets out the guiding principles for the preservation of documents of the Company, as approved by the Board of Directors of the Company and aims to provide effective and efficient control over documents that needs to be preserved and its disposal after elapse of time while at the same time avoiding excessive inventory of documents. The purpose of this Policy is to determine the period for the preservation of records/documents of the Company based on their reference value and statutory requirements. In determining such period, the following aspects have been considered such as (i) company's own information retrieval needs (reference value); (ii) statutory requirements under respective statutes; (iii) litigation requirements; (iv) ease of retrieval; (v) optimal use of storage space and cost of preservation; and (vi) timely sanitation of obsolete records.

III. Preservation of documents

The Company is required to maintain certain types of corporate records for a specified period of time under applicable corporate/ securities laws, including but not limited to the SEBI (Listing Obligations and Disclosure Requirements), Regulations 2015 and the Companies Act, 2013 (“Applicable Laws”). There are certain types of records that need to be retained for a specified period of time, as identified below:

- a) **Documents to be preserved permanently:** The documents listed in Schedule I along with any other documents required legally shall be maintained and preserved permanently by the Company.
- b) **Documents to be preserved for no less than eight (8) years and prescribed period :** The documents listed in Schedule II along with any other documents required legally shall be maintained and preserved for no less than eight (8) years or prescribed period by the Company.
- c) **Documents to be preserved for three financial years:** In cases of documents for which no period is specified under the Act / Rules / Regulations or under this Policy, such documents shall be maintained by the Company for a period of three financial years from the close of the relevant financial year. Approval of the Board or Committee thereof shall be taken before destruction of such documents.
- d) **Documents to be preserved for no less than three (3) years:** All communications to the Board, committees of the Board and members with regard to calling of their meetings.
- e) **Documents disseminated on website:** All such events or information which has been disclosed to stock exchange(s) under regulation 30 of SEBI Listing Regulation, such disclosures shall be hosted on the website of the listed entity for a minimum period of five (5) years.

Provided that these records may be preserved for longer periods of time where required under any other Applicable Laws. Similarly, if an employee believes, or the Company requires that, Company records are relevant to litigation or potential litigation, then these records need to be preserved until the Legal Department advises otherwise.

IV. Mode of maintenance and Responsibility

The Company shall maintain these records, as per the prescribed formats, either in physical or electronic mode. The applicable provisions of law, rules and regulations with regard to electronic maintenance of

records shall be adhered to by the Company. The preserved records must be accessible at all reasonable times. Access may be controlled by the heads of the respective business divisions/ departments with preservation, so as to ensure integrity of the records and prohibit unauthorised access.

The heads of respective departments of the Company shall be responsible for preservation of the documents in terms of this Policy, in respect of the areas of operations falling under their charge of each of them.

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.

The preserved Documents must be accessible at all reasonable times. Access may be controlled by the authorized person for preservation, so as to ensure the integrity and confidentiality of the Documents and prohibit unauthorized access.

V. Destruction of documents

After the expiry of the retention period, as provided in paragraph III above, and with the approval of Chief Financial Officer (“CFO”):

- (a) the preserved documents may be destroyed.
- (b) the information and/or document shall be removed from the main website.

The backup of such information and/or document which is removed from the main website shall be maintained/ preserved in the server for a minimum period of 3 years and after expiry of the period these may be permanently removed from the server.

The Company shall maintain a register of records and documents destroyed, containing the particulars of the documents destroyed, the year to which it pertains, mode of destruction etc., each entry in this register shall be verified by the Company Secretary and countersigned by the CFO.

VI. Policy Review and Amendments

This Policy will be reviewed periodically by the senior management and Key managerial personnel (“Authorised Persons”) and amendments may be made, subject to approval of the Board, if and when required. The senior management may also review the policy on document retention to comply with any local, state, central legislations that may be promulgated from time to time. The Board shall upon recommendation of senior management amend the Policy, if necessary. In the event of any conflict between the provisions of this Policy and of the applicable law dealing with the web archival policy, such applicable law in force from time to time shall prevail over this Policy. Further any subsequent amendment/modification in the SEBI Listing Regulations, the Companies Act and/or any other laws in this regard shall automatically apply to this Policy. Any regulatory amendments shall be deemed incorporated into this Policy without requiring additional approval.

VII. Effective Date

This policy will take effect from the date of its adoption by the Board and shall remain in force until modified or rescinded.

Schedule I

Documents preservation of which is permanent in nature

Sl. No.	Document	Period
1	Copies of all documents and information as originally filed under section 33 (incorporation) of the Companies Act, 1956	Permanent, till dissolution of the company
2	Register of Renewed and Duplicate Share Certificates in Form SH-2	Permanent
3.	Share certificate forms and related books and documents – Disputed cases	Permanent
4.	Register of Charges in Form CHG-7	Permanent
5.	Register of Members, as maintained by a depository under section 11 of the Depositories Act, 1996 and Section 88 and Rule 15(1) of the Companies (Management and Administration) Rules, 2014	Permanent
6.	Register of Foreign members under Section 88 and Rule 15(4) of the Company (Management and Administration) Rules, 2014	Permanent
7.	Register of Records and Documents destroyed.	Permanent
8.	Minutes books of general meetings	Permanent
9.	Minutes books of the Board and committee meetings including resolutions passed by circulation	Permanent
10.	Register in form MBP-2 u/s 186 of the Companies Act, 2013 (loan/ guarantee/ security or making an acquisition of securities), if any.	Permanent
11.	Register in form MBP-3 u/s 187 of the Companies Act, 2013 (investment held in the name of any other person)	Permanent
12.	Register in Form MBP-4 u/s 189 of the Companies Act, 2013 (Register of contracts or arrangements in which directors are interested as per section 184 & 188 of the Act)	Permanent
13.	Agreement entered with the Depositories; Confirmation of all Corporate Actions in respect of allotment of securities; Intimation on allotment of International Securities Identification; Numbers (ISIN) for securities issued under Depositories Act.	Permanent
14.	All reports filed with the stock exchanges from time to time; All disclosure of various events and Press Releases; Intimations of Board Meetings under SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015	Permanent
15.	Any other documents as may be required to be maintained permanently under various laws applicable to the Company.	Permanent

Note: Property records including purchase and sale deeds, licences, copyrights, patents & trademarks shall also be preserved permanently.

Schedule II

Documents with preservation period of not less than prescribed period or eight years after completion of the relevant transactions

Sl. No.	Document	Period
1.	Instrument creating charge or modification thereon	8 years from the date of satisfaction of charge by the company
2.	Copies of all annual returns prepared under section 92 and copies of all certificates and documents required to be annexed thereto	8 years from the date of filing with the Registrar of Companies.
3.	All notices in Form MBP-1 for disclosure of concern/ interest received u/s 184 of the Companies Act, 2013 and Rule 9(1) the Companies (Meetings of Board and its Powers) Rules, 2014	8 years from the end of the financial year to which it relates
4.	The attendance register of Board & Committee Meetings	8 financial years from the date of last entry made therein and may be destroyed thereafter with the approval of the Board.
5.	Office copies of Board Meeting Notices, Agenda, Notes on Agenda and other related papers of the company	As long as they remain current or for 8 financial years whichever is later and may be destroyed thereafter with the approval of the Board
6.	Office copies of general meeting Notices, scrutinizers report and other related papers of the company	As long as they remain current or for 8 financial years whichever is later
7.	Any other register /documents required by any law, for the time being in force	8 financial years
8.	Books of Accounts	8 financial years
9.	The postal ballot and all other papers or registers relating to postal ballot including voting by electronic means	8 financial years
10.	All books and documents relating to the issue of share certificates, including the blank forms of share certificates under Rule 7(3) of the Companies (Share Capital and Debentures) Rules, 2014	Not less than 30 years and in case of disputed cases shall be preserved permanently
11.	Protected disclosures along with investigation results	7 years from conclusion of investigation
12.	Documents filed with the Stock Exchanges under SEBI Regulations: All disclosures and intimations filed under: <ul style="list-style-type: none"> SEBI (Substantial Acquisition of Shares and Takeover) Regulations, 2011. SEBI (Prohibition of Insider Trading) Regulations, 2015. All disclosures and intimations filed under SEBI (Share Based Employee Benefit) Regulation, 2014 and SEBI (Employee Stock Option Scheme and Stock Purchase Scheme) Guidelines 1999. 	8 financial years
11.	Any other documents as may be required to be maintained for such period as may be provided under various laws applicable to the Company.	For such period as may be provide under applicable law