



**Godrej Seeds & Genetics Limited**

**CIN: U01403MH2011PLC218351**

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## **POLICY ON PRESERVATION AND ARCHIVAL OF DOCUMENTS OF GODREJ SEEDS & GENETICS LIMITED**

### **DOCUMENT CONTROL**

Document Name	Policy on preservation and archival of documents of Godrej Seeds & Genetics Limited
Version No.	1.0
Date	January 19, 2026

### **VERSION CONTROL**

<b>Date</b>	<b>Version</b>	<b>Description</b>
January 19, 2026	1.0	Original

## POLICY ON PRESERVATION AND ARCHIVAL OF DOCUMENTS

### I. GOVERNING PROVISION

Pursuant to Regulation 9, 51 and other applicable provisions of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended from time to time (“**the Listing Regulations**”), every Listed Company to formulate a policy on Preservation of Documents and archival thereof which has to be approved by the Board of Directors.

In this context, the following policy has been framed and adopted by the Board of Directors (“**Board**”) of Godrej Seeds & Genetics Limited (“**GSGL**”/ “**Company**”) being a High Value Debt Listed Entity at its meeting held on January 19, 2026 with the objective of classifying various records and registers for the purpose of maintenance, preservation and archival.

### II. PRESERVATION OF DOCUMENTS

GSGL shall preserve all its documents as per the requirements and provisions of the Companies Act, 2013 and the Rules made thereunder, the Secretarial Standards, the Listing Agreement and the SEBI Listing Regulations and any other law, rules, regulations as may be applicable to GSGL from time-to-time.

#### *A. Documents which are to be maintained permanently:*

GSGL shall maintain the following documents on a permanent basis:

- a. The Original Signed and Stamped Memorandum of Association and the Articles of Association of the Company.
- b. Minutes of the General Meetings, the Board Meetings and the Meetings of Committees as constituted by the Board.
- c. Register of Members along with Index.
- d. Register of Members who are Foreign Nationals / Non-Resident Indians, if any.
- e. Register of loans, guarantee, security and acquisition, if any, made by the Company.
- f. Register of investments not held in its own name by the Company, if any.
- g. Register of contracts with related party and contracts and Bodies etc. in which directors are interested
- h. Register of Charges.
- i. Registers of Renewed and duplicate share certificates.
- j. Register of Directors and Key Managerial Personnel.

#### *B. Documents which are to be maintained for at least 8 (Eight) Financial Years:*

- a. The Books of accounts together with the vouchers relevant to any entry in such books of accounts.
- b. Register of Debenture holders, if any or Register for any other Securities issued by the Company.
- c. Copies of all Annual Returns under the Companies Act, 2013, as filed with Registrar of Companies.
- d. Disclosure of Interest received from the Directors / Key Managerial Personnel of the Company in the manner prescribed.
- e. Attendance Registers, Notices, Agenda, Notes on Agenda and other related papers of General Meetings, Board Meetings and various Committee Meetings.
- f. Instrument creating a Charge or modifying a Charge, if any.
- g. Amendments to the Memorandum of Association and the Articles of Association, if any.
- h. Register of deposits accepted or renewed, if any.

The documents maintained for 8 (Eight) Financial Years may be destroyed after the expiration of eight financial years, unless there are any litigations/ assessments pending and may be considered necessary for preservation for a longer period.

### **III. ARCHIVAL POLICY**

In line with the SEBI Listing Regulations, the Company shall disclose all such events to the Stock Exchanges and such disclosures shall be hosted on the website of the Company for a period of 5 (Five) years and thereafter the same shall be archived so as to be available for retrieval for a further period of 3 (Three) years by storing the same on suitable media. Thereafter the said information, documents, records may be destroyed as per the policy on preservation of documents.

### **IV. OTHER REQUIREMENTS**

#### ***Forms and Formats***

All the records shall be maintained as per the prescribed formats as amended from time-to-time under the various rules and regulations.

#### ***Mode of Maintenance***

It may be noted that GSGL shall maintain these records 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.

### **V. DISPOSAL AND DESTRUCTION OF RECORDS**

The Company shall adhere to the requirements prescribed by any law and follow the procedure laid down if any, for disposal of physical documents. The records maintained under this Policy can be destroyed in one of the following ways:

- a. Recycle non-confidential paper records;
- b. Shred or otherwise render unreadable confidential paper records; or
- c. Delete or destroy electronically stored data.

### **VI. MODIFICATION OF THE POLICY**

This Policy is framed based on the provisions of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015. In case of any subsequent amendments to the Regulations which makes any of the provisions in the Policy inconsistent, the provisions of the Regulations shall prevail. The policy may be updated/amended from time to time by persons authorised by the Board in this regard.

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