

PRESERVATION OF DOCUMENTS AND ARCHIVAL POLICY
{PURSUANT TO SEBI (LISTING OBLIGATIONS AND DISCLOSURE REQUIREMENTS) REGULATIONS, 2015}

For Brace Port Logistics Ltd.

Authorised Signatory

PRESERVATION OF DOCUMENTS AND ARCHIVAL POLICY

PART-1 PRESERVATION OF DOCUMENT POLICY:

A. PREFACE:

In pursuance of Regulation 9 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Obligations"), BRACE PORT LOGISTICS LIMITED ("the Company") is required to frame a policy of preservation of Documents.

B. DEFINITIONS

- (i) "Board of Directors" or "Board" shall mean the Board of Directors of the Company, as constituted from time to time;
- (ii) "Company" shall mean Brace Port Logistics Limited or as changed from time to time;
- (iii) "Documents" shall mean all papers, notice, summons, order, declaration, form, records, files, books, tapes, CDs, DVDs, electronic storage devices etc., and the like as required to be maintained under any law or regulation for the time being in force;
- (iv) "SEBI Listing Regulations" shall mean the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 as amended from time to time.
- (v)

C. OBJECTIVE OF THE POLICY:

To Comply with Regulation 9 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015.

This policy sets the standards for managing, storing and preservation of documents of the Company broadly classified in the following two categories: -

- A. The documents of a permanent nature (listed in Annexure 1) shall be maintained and preserved permanently by the Company subject to the modifications, amendments, additions, deletions or any changes made therein from time to time:

provided that all such modifications, amendments, additions, deletions in the documents shall also be preserved permanently by the Company

- B. The documents to be maintained and preserved for a specified time period after completion of the relevant transactions (listed in Annexure-2) shall be preserved by the Company for the term not less than eight years after completion of the relevant 2 transactions subject to the modifications, amendments, additions, deletions or any changes made therein from time to time:
 - (i) provided that all such modifications, amendments, additions or deletions in the documents shall also be preserved for a term not less than eight years, and;
 - (ii) provided further that the Company shall keep the documents as specified above in an electronic mode.

D. MODE OF PRESERVATION

Records/Documents may be preserved either physically or in electronic form

For Brace Port Logistics Ltd. Page

Authorised Signatory

PART-II ARCHIVAL POLICY

PREFACE:

In pursuance of Regulation 30 (8) of the the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Obligations"), BRACE PORT LOGISTICS LIMITED ("the Company") is required to frame a Archival Policy and make it available on its website. In this context the following Policy has been framed by the Board of Directors of the Company.

OBJECTIVE OF THE POLICY:

The Objective of this policy is to comply with the provisions of Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, as mentioned below: -

"The Listed entity shall disclose on its website all such events or information which has been disclosed to stock exchange(s) under this regulation, and such disclosures shall be hosted on the website of the listed entity for a minimum period of five years and thereafter as per the archival policy of the listed entity, as disclosed on its website."

SCOPE:

All the disclosures made by the Company to the Stock Exchanges under Regulation 30 of the Listing Regulations, shall be hosted on the website of the Company namely <https://www.braceport-logistics.com/> for a minimum period of 5 years. Disclosed Information which are over five years shall be kept in the archives of the Company for a period of 1 year. Anyone intending to review those disclosed Information may write to Compliance Officer of the Company.

In case the aforesaid disclosures are required by any applicable law or regulation to be hosted for a period longer than that mentioned above, such disclosures shall be hosted on the website of the company for such longer period.

COMMUNICATION OF THIS POLICY:

For all new Employees and Directors, a copy of this Policy shall be handed over as a part of the joining documentation, along with other related policies. For all existing Employees and Directors, a copy of this Policy shall be handed over within one month of the adoption of this Policy by the Board of Directors of the Company. This Policy shall also be posted on the web-site of the Company.

For Brace Port Logistics Ltd.

Authorised Signatory
21 Page

PRESERVATION OF DOCUMENTS AND ARCHIVAL POLICY

AMENDMENT OR POLICY REVIEW:

Any Change in the policy shall be approved by the Board of Directors of the Company. The Board of Directors shall have the right to withdraw and/or amend any part of this policy or the entire Policy, at any time, as it deems fit, or from time to time, and the decision of the Board in this respect shall be final and binding.

In case any provision of this policy is contrary to or inconsistent with the provisions of the Companies Act, 2013, rules framed there under and Listing Regulations ("Statutory Provisions"), the provisions of Statutory Provisions shall prevail.

The aforesaid Preservation of Documents and Archival Policy was approved by Board of Directors in their meeting held on 11th September 2023.

For **Brace Paradigm Logistics Ltd.**

Authorised Signatory

PRESERVATION OF DOCUMENTS AND ARCHIVAL POLICY

Annexure- 1 to Preservation of Documents and Archival Policy of Brace Port Logistics Limited

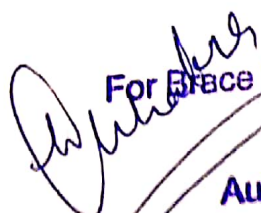
Documents whose preservation shall be permanent in nature

1. Registration Certificate
2. Memorandum and Articles of the Company
3. Affidavit from the subscribers to the memorandum and from person named as the first directors
4. Statutory Registers required under applicable laws
5. Audited financial statements
6. Minutes of Board/General/Committee Meetings
7. Material Agreement/Contract
8. Order issued by Courts/Statutory Bodies
9. Share Transfer Deeds, if any
10. Any other documents as may be require to maintain permanently in terms of applicable law(s), maintained and preserved from time to time

Annexure- 2 to Preservation of Documents and Archival Policy of Brace Port Logistics Limited

Documents with preservation period of not less than eight years after completion of relevant transaction

1. Books of Accounts
2. Annual Return(s)
3. Personnel Documents
4. Insurance Policies/Claims under various
5. All notices pertaining to disclosure of interest of directors
6. Correspondence with Department/Shareholders
7. Non-Statutory Registers/Documents
8. Certificates surrendered to a Company
9. Instrument creating a charge or modification
10. Films, Video, CDs, DVDs, etc.
11. Any other documents as may be require to maintain permanently in terms of applicable law(s), maintained and preserved from time to time


For Brace Port Logistics Ltd.
Authorised Signatory