

OPERATIONAL ENERGY GROUP INDIA LIMITED



Documents Preservation & Archival Policy

DOCUMENTS PRESERVATION & ARCHIVAL POLICY

PREAMBLE

In accordance with the provisions of Regulation 9 and Regulation 30(8) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, Operational Energy Group India Limited is committed to ensuring proper preservation, maintenance, and disposal of records and disclosures. This policy serves as a guiding framework to uphold transparency, regulatory compliance, and efficient document management. By implementing this policy, the organization aims to safeguard critical records, facilitate accessibility, and maintain the integrity of disclosures.

Objective

The purpose of this policy is to ensure compliance with Regulation 9 and Regulation 30(8) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015. This policy establishes a framework for the classification, retention, and disposal of documents to ensure transparency, compliance, and efficient document management.

Scope

This policy applies to all records, documents, and disclosures maintained by Operational Energy Group India Limited in compliance with Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, whether in physical or electronic form.

Document Classification

Documents shall be classified into the following categories:

Permanent Records: Documents mandated to be permanently preserved. Refer Annexure I

Preservation for a Minimum of Eight (8) Years: As per Regulation 9, records such as disclosures made under Securities and Exchange Board of India Listing Obligations and Disclosure Requirements Regulations 2015 must be preserved for at least eight years. Refer Annexure II

Public Disclosures (Regulation 30(8)): All disclosures made under Regulation 30 shall be hosted on the company's website for a minimum of five years and may be archived thereafter for additional reference. This Policy shall be disclosed on the Company's website i.e. www.oegglobal.com.

Retention and Storage

Documents required to be preserved permanently shall be securely stored in both physical and electronic formats. Documents with a minimum retention period (e.g., 8 years) shall be maintained accordingly before secure disposal. Electronic records shall be backed up regularly, stored securely.

Access, Retrieval, and Website Archival

Documents must be catalogued for easy retrieval. Disclosures required under Regulation 30 shall remain on the company's website for at least five years and may be archived thereafter in a retrievable format.

Disposal and Destruction

Documents exceeding the prescribed retention period shall be securely disposed of. Physical records shall be shredded or incinerated. Electronic records shall be permanently deleted following data security protocols.

Amendments

This policy shall be reviewed periodically to align with regulatory changes and business needs.

Annexure I: Documents whose preservation shall be permanent in nature	
Sl No.	Document
1.	Incorporation documents
2.	Memorandum and articles of association
3.	Register of members along with the index
4.	Register of renewed and duplicate share certificates
5.	Register of charges
6.	Register of loans, guarantees, security and acquisition
7.	Register of investments made by the Company not held in its name
8.	Register of contracts or arrangements in which directors are interested
9.	Minutes of proceedings of general meeting and resolutions passed by postal ballot, meeting of Board of Directors, creditors, committees of the Board of Directors and resolutions passed by circulation

Annexure II: Documents with preservation period of not less than eight years after completion of relevant transaction	
Sl No.	Document
1.	Books of account including relevant books and papers and financial statements
2.	Disclosures/ notices by a director of his interest
3.	Register of deposits
4.	Instrument creating a charge or modification
5.	Annual return and copies of all certificates and documents required to be annexed thereto
6.	The attendance register of Board & Committee Meetings

Amended: May 28, 2025,

Policy Framed: June 15, 2017