

PRESERVATION OF DOCUMENTS AND WEB ARCHIVAL POLICY

MONEYVIEW LIMITED

(Formerly known as Moneyview Private Limited and Whizdm Innovations Private Limited)

Approved by	Board of Directors
Date of original approval	22.02.2026
Date of amendment	-
Policy owner department	Compliance
Version	Version 1/2025-26

Preservation of Documents and Web Archival Policy

I. Background

This policy is primarily framed based on Regulation 9 and Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended from time to time (hereinafter referred to as “SEBI Listing Regulations”) and various provisions of the Companies Act, 2013 (“Act”).

In terms of Regulation 9 and Regulation 30(8) of the SEBI Listing Regulations, the Company (as defined below) is required to frame a policy for preservation of documents and an archival policy, respectively.

The board of directors of Moneyview Limited¹ (“Board” and “Company”, respectively) in pursuance of Regulation 9 and Regulation 30(8) of the SEBI Listing Regulations and other applicable provisions (including any statutory enactments / amendments thereof), adopted policy for preservation of documents and archival policy vide its Board meeting held on February 22, 2026 (“Policy”) being the effective date of this Policy.

II. Purpose and applicability

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.

Further, the purpose of this Policy is also to disseminate equal, adequate and timely information to the shareholders and investors through the website of the Company and to enable them to track the performance of the Company over regular intervals of time and provide sufficient information to enable investors to assess the current status of the Company.

III. Archival Policy

The Company shall disclose events and information to the stock exchanges in line with the Company’s Policy on Determination of Materiality of Events and as per the SEBI Listing Regulations, shall also disclose on its website all such events or information which has been disclosed to stock exchange(s) under Regulation 30(8) of the SEBI Listing Regulations, and such disclosures shall be hosted on the website of the Company for a period of 5 (five) years, subject to applicable law. The disclosures shall thereafter be archived under the heading “Archives” and shall be retained on the Company’s website for such period as may be decided by the Managing Director & CEO/CFO from time to time, subject to applicable laws. Thereafter, the information and / or documents can be removed from the Company’s website. The backup of the information and / or documents which are removed from Company’s website shall be preserved for a minimum period of 3 years and thereafter can be deleted / disposed-off permanently from the servers of the Company.

IV. Preservation of Documents

Regulation 9 of the SEBI Listing Regulations mandates that a listed entity shall have a policy for the preservation of documents approved by its board of directors, classifying them in at least two categories as follows:

- a) documents whose preservation shall be permanent in nature; and

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- b) documents with a preservation period of not less than eight years after completion of the relevant transactions.

Provided that the Company may keep documents specified in clauses (a) and (b) in electronic mode.

The Documents (defined below) archived in electronic mode shall be subjected to automatic backup on a periodic basis as per the procedure established by the IT department of the Company.

As per the Policy, the Company shall maintain and preserve register and records, books and/or papers, books of accounts etc., (“**Documents**”) as follows:

a) Documents to be preserved permanently;

As required under the provisions of the Act / Rules / Regulations, the Documents which are required to be preserved on a permanent basis shall be maintained and preserved by the Company permanently.

Additionally, the documents listed under **Annexure A** of this Policy shall also be maintained and preserved permanently by the Company.

b) Documents to be preserved for eight years

As required under the provisions of the Act / Rules / Regulations, the Documents which are required to be preserved for a period of eight years shall be maintained and preserved by the Company accordingly.

Additionally, the documents listed under **Annexure B** of this Policy shall also be maintained and preserved by the Company for a period not less than 8 (eight) years.

c) Documents to be preserved for five years

In cases of Documents for which no period is specified under the Act / Rules / Regulations, such Documents shall be maintained by the Company for a period of five financial years from the close of the relevant financial year.

Documents to be maintained under this Policy shall be preserved in Physical or in Electronic Form/Mode as per the provisions of the Act / Rules / Regulations. The preservation of Documents should be such as to ensure that there is no tampering, alteration, destruction or anything that 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 relevant Department or authorised persons for preservation, so as to ensure integrity and confidentiality of the Documents and prohibit unauthorised access in accordance with applicable law.

The Documents not specifically covered under this Policy shall be preserved and maintained in accordance with the provisions of the respective acts, rules, guidelines and regulations as applicable under which those Documents are required to be maintained.

Every department or unit of the Company shall identify the Documents required to be maintained and preserved and shall be responsible for archiving the same as per this Policy.

V. Disposal of Registers/Documents/Records

Unless required to be preserved for a particular purpose like litigation or regulatory directive and upon expiration of the specified period of time for preservation as per applicable laws and/or SEBI Listing Regulations, the Document may be destroyed by the Company in the manner prescribed in this Policy.

After expiry of minimum period as mentioned in this Policy, the Documents may be disposed-off by the respective departments. The respective head of departments responsible for disposing off shall ensure that Documents are disposed-off in an effective manner that leaves no possibility for reconstruction of the records and information contained therein. Appropriate methods for destroying / disposing of paper records viz. incinerating, shredding, pulping etc. may be used. Electronic data contained on servers and hard drives shall be deleted and overwritten.

The details of the Documents destroyed, shall be recorded in the Register to be maintained by the respective Authorized Person within the respective department wherein the brief particulars of the Documents destroyed shall be entered in the format as prescribed at **Annexure C** to this Policy.

Responsibility

The head of respective departments of the Company shall be responsible for implementation of this Policy and shall also ensure that the employees understand the Policy and perform the processes and procedures to execute this Policy.

VI. Policy Review

The Board, subject to applicable laws is entitled to amend, suspend or rescind this Policy at any time. Any difficulties or ambiguities in the Policy will be resolved by the Board in line with the broad intent of the Policy. The Board may also establish further rules and procedures, from time to time, to give effect to the intent of this Policy.

In the event of any conflict between the provisions of this Policy and of the applicable law dealing with the web archival policy and preservation of documents, 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, 2013 and/or any other laws in this regard shall automatically apply to this Policy.

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ANNEXURE A

Documents whose preservation shall be permanent in nature	
Sr. No	Document
1	Incorporation documents
2	Memorandum and articles of association
3	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
4	Statutory Registers including Register of members along with the index and Register of debenture holders
5	Such other records as may be required under any law from time to time.

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ANNEXURE B

Documents with preservation period of not less than eight years after completion of relevant transaction	
Sr. No	Document
1	Books of account including relevant books and papers and financial statements
2	Disclosures/ notices by a director of his interest
3	Instrument creating a charge or modification
4	Annual return and copies of all certificates and documents required to be annexed thereto
5	Office copies of Notice of General Meeting and related papers
6	Office copies of Notice of Board Meeting /Committee Meeting, Agenda, Notes on Agenda and other related papers
7	The attendance register of Board & Committee Meetings
8	Any other Document, certificates, records which may be required to be maintained and preserved for not less than eight years after completion of the relevant transaction under the Companies Act and/or the SEBI Listing Regulations.

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ANNEXURE C

REGISTER OF DOCUMENTS DISPOSED-OFF / DESTROYED

S. No.	Particulars of Documents destroyed	Date and mode of destruction	Signature of authorized Person/head of department

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