
POLICY ON PRESERVATION & ARCHIVAL OF DOCUMENTS

1. SCOPE AND OBJECTIVE:

This Policy on Preservation and Archival of Documents ("Policy") is framed in accordance with Regulation 9 and Regulation 30(8) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, and applicable provisions of the Companies Act, 2013.

The Corporate Information and records are vital for ensuring business continuity and are required to be preserved and maintained in accordance with the applicable Policy of the Company.

The Policy aims to ensure:

- Dissemination of equal, adequate, and timely information to the shareholders;
- Systematic preservation, maintenance, retention, and archival of documents;
- Protection of records from damage, loss, or unauthorized access;
- Compliance with statutory and regulatory requirements; and
- Timely archival and disposal of documents.
- monitor the performance of the Company on a regular basis.

2. DEFINITIONS:

For the purpose of this Policy:

- **"Act"** means the Companies Act, 2013, and rules made thereunder.
- **"Applicable Law"** means all applicable laws, statutes, rules, regulations, circulars, and guidelines.
- **"Board"** means the Board of Directors of the Company.
- **"Document(s)"** includes all records, files, papers, agreements, registers, returns, forms, books, or any other material in physical or electronic form.
- **"Authorized Person"** means any person authorized by the Board or the Company Secretary/Compliance Officer.

Cityon Systems (India) Ltd.



Regd. Office :

215, Delhi Chambers, Delhi Gate, Delhi - 110002

CIN : L72900DL2004PLC126096

Phone No. : +91-11-41563395, 43667149

E-mail : info@cityonsystems.in Website : www.cityonsystems.in

-
- **"Compliance Officer"** shall have the meaning assigned under SEBI Regulations.

3. COVERAGE:

The Archival Policy covers the preservation, maintenance, retention, and archival of all documents, records, disclosures, and other information hosted on the website of the Company, in accordance with the applicable provisions of law and regulatory requirements.

4. CLASSIFICATION AND RETENTION OF DOCUMENTS:

The Documents shall be preserved in the following manner: -

- a) The documents and records of the Company shall be preserved in accordance with the applicable laws and regulatory requirements. Where no specific retention period has been prescribed under any applicable law, such documents may generally be preserved for a period of eight financial years or for such other period as may be determined by the Company based on their usefulness and relevance.
- b) Documents considered important in nature, including statutory and corporate records, may be maintained by the Company for such period as may be required under the applicable laws or as may be considered appropriate by the management from time to time.

5. MODES OF PRESERVATION:

5.1 The documents and records of the Company may be preserved in physical form or electronic form, depending upon the nature and requirements of such records.

5.2 The Authorized Person responsible for maintenance of documents shall ensure proper preservation and security of records to prevent any unauthorized access, alteration, tampering, or destruction thereof.

Regd. Office :

215, Delhi Chambers, Delhi Gate, Delhi - 110002

CIN : L72900DL2004PLC126096

Phone No. : +91-11-41563395, 43667149

E-mail : info@cityonsystems.in Website : www.cityonsystems.in

5.3 All preserved documents shall be maintained in a manner that ensures their integrity, authenticity, accessibility, and availability for future reference or use, whenever required under the applicable laws or for business purposes.

6. CUSTODY OF THE DOCUMENTS:

6.1 The custody of documents shall be with the Authorized Person.

6.2 Upon transfer or resignation, such person shall hand over all documents, records, access credentials, storage devices, and related materials to the successor or any other person authorized by the Board.

7. DESTRUCTION OF DOCUMENTS:

7.1 Documents that are no longer required and have completed their retention period may be destroyed as per Applicable Law.

7.2 Destruction shall be carried out with the approval of the Board or any authorized authority, wherever required.

7.3 A Register of Documents Destroyed shall be maintained, containing:

- Brief particulars of documents disposed of or destroyed;
- nature of the documents
- Date of destruction; and
- Mode of destruction.
- period of retention.
- authority approving such destruction.

Regd. Office :

215, Delhi Chambers, Delhi Gate, Delhi - 110002

CIN : L72900DL2004PLC126096

Phone No. : +91-11-41563395, 43667149

E-mail : info@cityonsystems.in Website : www.cityonsystems.in

8. CONVERSION OF DOCUMENTS:

Physical documents may be converted into electronic form for efficient record management. Such conversion shall be carried out in a manner that ensures the integrity, authenticity, accessibility, and confidentiality of the records, subject to:

- Accuracy and completeness;
- Proper authorization; and
- Compliance with Applicable Law.

9. AUTHENTICITY OF DOCUMENTS:

Where documents are maintained in both physical and electronic form, the physical form shall be considered the original unless otherwise permitted under Applicable Law.

10. INTERPRETATION:

In the event of any inconsistency or conflict between the provisions of this Policy and the applicable laws, rules, or regulations, the provisions of the Applicable Law shall prevail.

11. ARCHIVAL OF WEBSITE DISCLOSURES:

11.1 All material information and disclosures furnished by the Company to the stock exchanges shall be made available on the Company's website and kept therein for a period of five years, in compliance with Regulation 30(8) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

11.2 Thereafter, the same may be shifted to the archival records maintained by the Company for such duration as may be considered necessary under the applicable regulatory framework.

11.3 The Compliance Officer shall oversee compliance with the requirements relating to preservation and archival of disclosures hosted on the website of the Company.

Cityon Systems (India) Ltd.



Regd. Office :

215, Delhi Chambers, Delhi Gate, Delhi - 110002

CIN : L72900DL2004PLC126096

Phone No. : +91-11-41563395, 43667149

E-mail : info@cityonsystems.in Website : www.cityonsystems.in

12. REVIEW AND AMENDMENTS:

The Board or its Committee may review and amend this Policy from time to time to ensure compliance with Applicable Law and best governance practices.

13. EFFECTIVE DATE:

This Policy shall come into effect from the date of approval by the Board of Directors of the Company.