

ARCHIVAL POLICY

BISMARCK WORLD PRIVATE LIMITED

(Formerly known as Bismarck Industries Private Limited)

1. Preamble

The Board of Directors of BISMARCK WORLD PRIVATE LIMITED has adopted this Archival Policy as a voluntary governance initiative to ensure that information disclosed or published by the Company is preserved in a systematic, secure and accessible manner. The Policy reflects the Company's commitment to transparency, accountability and preservation of corporate records in accordance with applicable laws and recognised governance practices.

2. Objective

The objective of this Policy is to establish principles for archiving information hosted on the Company's website and other electronic repositories, preserve significant corporate records for historical and regulatory purposes, and ensure that archived information remains retrievable whenever required.

3. Applicability

This Policy shall apply to all information approved for publication on the Company's website, corporate portal or other digital platforms controlled by the Company, together with such governance documents, reports and disclosures as may be identified by the Board or the Company Secretary.

4. Information Covered

The information covered under this Policy includes, inter alia, constitutional documents, Board-approved policies, annual reports, notices of general meetings, financial statements, sustainability reports, press releases, investor presentations (where applicable), material corporate announcements, statutory disclosures, codes, charters and any other document considered significant from a governance, legal or business perspective.

5. Archival Principles

The Company shall maintain information in a manner that preserves its authenticity, integrity, accessibility and confidentiality. Information shall be archived in electronic form and, where considered necessary, in physical form. Archived records shall be organised to facilitate retrieval and shall be protected against unauthorised alteration, destruction or access.

6. Retention Framework

Documents required to be retained permanently under applicable law shall remain permanently archived. Other documents shall ordinarily remain available on the Company's website for such

period as determined by the Board or the Company Secretary and thereafter may be transferred to an electronic archive. Unless a longer period is prescribed by law or considered necessary due to pending litigation, investigation or business requirements, archived website records may ordinarily be retained for a minimum period of five years.

7. Custody and Responsibility

The Company Secretary shall act as the custodian of this Policy and shall coordinate the archival process with the Information Technology, Legal and concerned functional departments. Department Heads shall ensure that records generated by their respective functions are preserved and transferred for archival in accordance with this Policy.

8. Access to Archived Information

Access to archived information shall be provided only to authorised persons for legitimate business, regulatory, legal or audit purposes. Public access, where applicable, shall be limited to information intended for public dissemination. Confidential or restricted information shall not be made available except in accordance with applicable law or internal authorisation.

9. Suspension of Destruction

No archived document shall be destroyed where the same is relevant to any pending litigation, investigation, audit, regulatory proceeding or contractual dispute. Such records shall continue to be preserved until final closure of the relevant matter notwithstanding any general retention period specified under this Policy.

10. Review and Amendment

The Board of Directors may review and amend this Policy from time to time to ensure alignment with changes in applicable law, technology and governance practices.