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Park Medi World Limited
(Formerly Park Medi World Private Limited)

POLICY FOR PRESERVATION AND ARCHIVAL OF DOCUMENTS

PREFACE

In terms of the provisions of Regulation 9 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (hereinafter referred to as "Regulations" or "Listing Regulations"), every listed company is required to adopt a Policy for Preservation and Archival of Documents, classifying them into at least two categories as follows:

- (a) Documents whose preservation shall be permanent in nature;
- (b) Documents with a preservation period of not less than eight years after completion of the relevant transactions.

Further, as per Regulation 30(8) of the Listing Regulations, the Company shall host on its website all material events/information disclosed to stock exchange(s) for a minimum period of five years and thereafter as per its archival policy.

In compliance with the above, this Policy for Preservation and Archival of Documents (hereinafter referred to as "Policy") has been formulated and approved by the Board of Directors of the Company.

PURPOSE

The purpose of this Policy is to:

- Ensure compliance with legal and regulatory requirements regarding document retention.
- Retain valuable documents while eliminating outdated or redundant records.
- Provide guidelines for handling, storage, and disposal of documents.
- Protect against unauthorized destruction, tampering, or loss of essential records.
- Establish a systematic process for archiving and retrieval of documents.

This Policy shall apply to all business operations, including hospital services, ensuring proper documentation, preservation, and disposal of patient records, medical histories, billing details, and other hospital-related documents in compliance with SEBI Regulations, Companies Act, and healthcare laws.

DEFINITIONS

- (a) "Company" means "PARK MEDI WORLD LIMITED".
- (b) "Policy" means Policy for Preservation and Archival of Documents.
- (c) "Documents" include registers, records, files, reports, agreements, and electronic data required under various laws, including the Companies Act, SEBI Regulations, Income Tax Act and healthcare regulations.
- (d) "Electronic Form" refers to information stored digitally, including emails, scanned copies, and cloud storage.
- (e) "Board" means the Board of Directors of the Company.

(f) "Preservation" means protecting documents from unauthorized alteration, damage, or destruction.

(g) "Website" refers to the Company's official website.

SCOPE AND APPLICABILITY

This Policy applies to:

- Financial, operational, legal, and statutory records.
- Hospital records, including patient records, prescriptions, diagnostic reports, medical billing, and insurance details.
- Agreements, contracts, and licenses.
- Regulatory filings, Board resolutions, and meeting minutes.
- Electronic and physical records as per applicable laws.

ROLES AND RESPONSIBILITY

The Functional/Departmental Heads shall be responsible for:

- Identifying, maintaining, and preserving relevant documents.
- Ensuring secure storage and controlled access to records.
- Reviewing records periodically and initiating disposal procedures where applicable.

For hospital services, the Medical Director or equivalent authority shall ensure patient confidentiality, regulatory compliance, and systematic preservation of hospital-related documents.

RECORD CLASSIFICATION AND PRESERVATION PERIOD

(a) Permanent Records: Documents required to be maintained permanently, including incorporation certificates, regulatory licenses, and land/property records.

(b) Records to be maintained for at least 8 years:

- Financial statements, audit reports, tax records.
- Hospital records such as patient discharge summaries, surgery reports, and insurance claims.

(c) Records to be maintained for less than 8 years:

Routine correspondence, non-critical contracts, operational files.

(d) Hospital-Specific Documents:

- Patient medical records: Minimum of 10 years.
- Billing and insurance data: Minimum of 8 years.
- Emergency & surgical records: Permanent or as required by law.

A detailed Annexure-A shall list the retention period for various documents.

MODE OF PRESERVATION

Documents shall be preserved in physical or electronic formats as follows:

(a) Physical records shall be stored securely with restricted access.

(b) Electronic records shall be stored on secure servers, with periodic backups and encryption.

(c) Hospital records shall be preserved in compliance with HIPAA (where applicable), Medical Council regulations, and data protection laws.

DOCUMENT DISPOSAL & DESTRUCTION

- Documents that no longer require retention shall be securely destroyed after approval by the relevant authority.
- Hospital records containing patient data shall be disposed of per regulatory standards, ensuring data confidentiality.
- Any deviation from disposal guidelines shall require approval from the Managing Director & CEO.

SUSPENSION OF DOCUMENT DISPOSAL IN THE EVENT OF LITIGATION OR CLAIMS

If the Company becomes aware of litigation, regulatory investigation, or audit, document disposal shall be suspended until the matter is legally resolved.

WEB ARCHIVAL POLICY

- All material disclosures under SEBI LODR shall remain on the Company's website for a minimum of 5 years.
- Post this period, records shall be archived and made accessible through an "Archive" section on the website.

REVIEW & AMENDMENTS

- This Policy shall be reviewed periodically by the Board of Directors.
- Any amendments required due to changes in regulations or business needs shall be duly incorporated.
- In case of any conflict between this Policy and applicable laws, the provisions of law shall prevail.

ANNEXURE-A
I. Documents to be preserved permanently

S. No.	Section/Rules/Clause	Type of Document
1.	Section 7(4)	Memorandum of Association and Articles of Association
2.	Section 186(9) and Rule 12(1) of the Companies (Meetings of Board and its Powers) Rules, 2014	Register of loans, guarantee, security and acquisition of securities made by the Company
3.	Section 187(3) and Rule 14(1) of the Companies (Meetings of Board and its Powers) Rules, 2014	Register of investments not held in its own name by the Company
4.	Section 189(1) and Rule 16(1) of the Companies (Meetings of Board and its Powers) Rules, 2014	Register of contracts or arrangements in which directors are interested
5.	Section 85 and Rule 10(4) of Companies (Registration of Charges) Rules, 2014	Register of charges
6.	Section 88 and Rule 15(1) of the Companies (Management and Administration) Rules, 2014	Register of Members along with index of the names
7.	Section 88 and Rule 15(4) of the Companies (Management and Administration) Rules, 2014	Foreign register of members
8.	Rule 25(1)(e) of the Companies (Management and Administration) Rules, 2014 and Clause 18.1 of Secretarial Standard 2	Minutes of General Meeting including Minutes of all Meetings of the transferor Company under a scheme of arrangement
9.	Rule 25(1)(f) of the Companies (Management and Administration) Rules, 2014 and Clause 8.1 of Secretarial Standard 1	Minutes of Board or Committee Meetings including Minutes of all Meetings of the transferor Company under a scheme of arrangement
10.	Rule 6(3) of the Companies (Share Capital and Debentures) Rules, 2014	Register of Renewed and Duplicate Share Certificates
11.	Any other material document(s), agreements, contracts, order issued by court or statutory bodies as may be required to maintain permanently by any laws / requirements of the Company	Documents, Agreements, etc.

12.	Regulatory / business licenses, approvals, permits, etc.	Permits / Licenses, etc.
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II. Documents to be preserved for prescribed time period

S. No.	Section/Rules/Clause	Type of Document	Preservation Period
1.	Section 128(5)	Books of Account including vouchers relevant to any entry in such books of account	8 financial years preceding current financial year
2.	Rule 9 of Companies Meetings of Board and its Powers) Rules, 2014	Disclosures/ Notices by a director of his interest	For a period of 8 years from the end of the financial year to which it relates
3.	Rule 14(3) of Companies (Acceptance of Deposits) Rules, 2014	Registers of deposits	For a period of not less than 8 years from the financial year in which the latest entry is made in the register
4.	Section 85 and Rule 10(4) of the Companies (Registration of Charges) Rules, 2014	The instrument creating a charge or modification	For a period of 8 years from the date of satisfaction of charge by the Company
5.	Section 88 and Rule 15(2) of Companies (Management and Administration) Rules, 2014	Register of debenture-holders or any other securityholder, along with index of the names	For a period of 8 years from the date of redemption of debentures or securities
6.	Section 88 and Rule 15(4) of the Companies (Management and Administration) Rules, 2014	Foreign register of debenture holders or any other security holder	For a period of 8 years from the date of redemption of such debentures or securities
7.	Section 94 and Rule 15(3) of Companies (Management and Administration) Rules, 2014	Annual return and copies of all certificates and documents required to be annexed thereto	For a period of 8 years from the date of filing with the Registrar
8.	Rule 7(3) of the Companies (Share Capital and Debentures) Rules, 2014	All books and documents relating to the issue of share certificates, including the blank forms of share certificates	Not less than 30 years and in case of disputed cases shall be preserved permanently

9.	Rule 7(3) of the Companies (Share Capital and Debentures) Rules, 2014	All certificates surrendered to a Company shall immediately be defaced by stamping or printing the word “cancelled” in bold letters	May be destroyed after the expiry of 3 years from the date on which they are surrendered, under the authority of a resolution of the Board and in the presence of a person duly appointed by the Board in this behalf
10.	Rule 3(2)(d) of the Companies (Meetings of Board and its Powers) Rules, 2014	Tape recording(s) or other electronic recording mechanism used for Board meetings held through videoconferencing or audio-visual means	At least upto the time of completion of audit of that particular year
11.	Clause 4.1.7 of Secretarial Standard 1	Attendance register of Board and Committee Meeting	For a period of at least 8 financial years and may be destroyed thereafter with the approval of the Board
12.	Clause 8.2 of Secretarial Standard 1	Office copies of Notices, Agenda, Notes on Agenda and other related papers of Board and Committee Meeting including copies of the above documents received from the transferor Company under the Scheme of Arrangement	To be preserved in good order in physical or in electronic form for as long as they remain current or for 8 financial years, whichever is later and may be destroyed thereafter with the approval of the Board
13.	Clause 18.2 of Secretarial Standard 2	Office copies of Notices, scrutiniser’s report, and related papers of the General Meeting including those received from the transferor Company under the Scheme of Arrangement	To be preserved in good order in physical or in electronic form for as long as they remain current or for 8 financial years, whichever is later and may be destroyed thereafter with the approval of the Board
14.	Rule 3(2)(d) of the Companies (Meetings of Board and its Powers) Rules, 2014	Tape recording(s) or other electronic recording mechanism used for Board meetings held through videoconferencing or audio-visual means	At least upto the time of completion of audit of that particular year
15.	Clause 4.1.7 of Secretarial Standard 1	Attendance register of Board and Committee Meeting	For a period of at least 8 financial years and may be destroyed thereafter with the approval of the Board

16.	Clause 8.2 of Secretarial Standard 1	Office copies of Notices, Agenda, Notes on Agenda and other related papers of Board and Committee Meeting including copies of the above documents received from the transferor Company under the Scheme of Arrangement	To be preserved in good order in physical or in electronic form for as long as they remain current or for 8 financial years, whichever is later and may be destroyed thereafter with the approval of the Board
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