DOCUMENT/RECORDS PRESERVATION AND ARCHIVAL POLICY

OF

INTEGRIS MEDTECH LIMITED

(*FORMERLY KNOWN AS INTEGRIS HEALTH PRIVATE LIMITED*)

Version History

Version	Approved By	Effective Date	Approval Date
1	Board of Directors	With effect from the date of listing of the equity shares of the Company on BSE Limited and National Stock Exchange of India Limited.	08.10.2025
2	Board of Directors	With effect from the date of listing of the equity shares of the Company on BSE Limited and National Stock Exchange of India Limited.	28.05.2026

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1. Introduction

1.1. Pursuant to Regulation 9 of the SEBI Listing Regulations, the Company is required to formulate a policy on preservation of Documents. Regulation 30(8) of the SEBI Listing Regulations permits companies to archive the disclosures made by the Company in compliance with the SEBI Listing Regulations after completion of their minimum disclosure period, as per the Company's archival Policy.

1.2. In compliance with the above requirements, the Company has formulated this preservation and archival Policy ("**Policy**").

2. Definitions and Interpretations

2.1. The following terms used in this Policy shall have the meaning assigned herein:

(i) "**Companies Act**" shall mean the Companies Act, 2013, and rules and regulations issued thereunder, as amended from time to time.

(ii) "**Board**" shall mean board of directors of the Company as constituted from time to time.

(iii) "**Company**" shall mean Integris Medtech Limited (formerly known as Integris Health Private Limited).

(iv) "**Company Secretary and Compliance Officer**" shall mean the company secretary and compliance officer appointed by the Board.

(v) "**Document/s**" includes all papers, documents, agreements, filings, forms, memos, correspondences, records, files, books, etc., of the Company, whether in physical or Electronic Forms.

(vi) "**Electronic Form**" means any contemporaneous electronic device such as computer, laptop, compact disc, floppy disc, space on electronic cloud, or any other form of storage and retrieval device, considered feasible, whether the same is in possession or control of the Company or otherwise the Company has control over access to it.

(vii) "**SEBI Listing Regulations**" shall mean the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended from time to time.

(viii) "**RBI**" shall mean the Reserve Bank of India.

(ix) "**SEBI Act**" shall mean the Securities and Exchange Board of India Act, 1992, as amended from time to time.

(x) "**Stock Exchanges**" means the National Stock Exchange of India Limited and the BSE Limited.

2.2. Unless defined expressly herein, all capitalized terms used in this Policy shall have the meanings assigned to them under the Companies Act, SEBI Act and rules and regulations thereunder.

3. Purpose

The objectives of this Policy are to:

(i) Establish procedures for the preservation, maintenance and archival of all Documents of the Company, whether maintained pursuant to SEBI Listing Regulations, Companies Act or any applicable law; and

(ii) Establish procedure for archival of the disclosures made on the website of the Company for information and events communicated to the Stock Exchanges under Regulation 30 of the SEBI Listing Regulations and Regulation 46 of the SEBI Listing Regulations.

(iii) The Policy classifies the documents & records in the following two categories:

(a) Documents & records whose preservation shall be permanent in nature;

(b) Documents & records which need to be preserved for not less than eight years after completion of the relevant transaction(s); and

(c) Other documents & records

4. Preservation of Documents

4.1. The Documents of the Company may be preserved either in physical form or in Electronic Form, as deemed fit by the Company and in compliance with the requirements set out under the applicable law (including the SEBI Listing Regulations).

4.2. The Documents preserved in physical form may be converted, whenever required or felt necessary, into Electronic Form to ensure ease in maintenance of records and efficient utilization of space.

4.3. In case any of the Documents contain any personally identifiable information, such retention of Documents shall also be subject to the requirements of applicable law, and/or personal data policies / practices of the Company (as the case may be).

4.4. For the preservation of Documents, the Company shall ensure the following:

(i) that there is an appropriate practice in place which details the type/nature of

Documents to be preserved, the retention period, the persons responsible to preserve the Document, the Documents required to be archived post completion of the preservation period and the persons authorized to archive/destruct the preserved Document;

(ii) that there is no tampering, alteration, destruction or any action which endangers the content, authenticity, utility or accessibility of the Documents;

(iii) that the preserved Documents are accessible at all reasonable times;

(iv) that the access to the preserved Document is controlled by the authorized person(s) for preservation, so as to ensure the integrity and confidentiality of the Documents and prohibit unauthorized access.

4.5. An indicative list of documents & records which are required to be preserved permanently is set out under Appendix 1 & Appendix 2.

5. Archival of the disclosures

5.1. All such events or information which are required to be disclosed to the Stock Exchanges under Regulation 30 of the SEBI Listing Regulations shall be hosted on the website of the Company under the section entitled "Investor Relations", for such period as may be prescribed under the applicable law.

5.2. After completion of the minimum period for hosting the relevant disclosures of information and events communicated to the Stock Exchanges under Regulation 30 of the SEBI Listing Regulations on the website of the Company, the said information and events shall be archived by the Company.

5.3. Subsequently, anyone intending to review the archived information and events communicated to the Stock Exchanges may write to the Company Secretary and Compliance Officer of the Company.

6. Disposal and destruction of documents

6.1. The documents which are not required to be maintained and preserved permanently may be destroyed by the department head(s) and with prior approval of Chief Financial Officer or the Company Secretary & Compliance Officer.

6.2. However, the documents which cannot be destroyed without the approval of the Board of Directors of the Company as per the provisions of the Companies Act or SEBI Listing Regulations, or under any applicable law, prior approval shall be taken for disposal of such documents. Also, proper records of destruction shall be maintained for the documents to be destroyed.

7. Policy ownership and governance

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.

8. Review, Amendment and Limitation

8.1. The Board shall review the policy periodically or at such time intervals as may be prescribed under the Companies Act, SEBI Listing Regulations and/or any applicable law.

8.2. The Board may, from time to time, make amendments to this Policy to the extent required due to changes in applicable laws and/or regulations or as deemed fit on a review.

8.3. In case of any inconsistency between the terms of this Policy, SEBI Listing Regulations and the Companies Act, the provisions of the SEBI Listing Regulations and Companies Act shall prevail. Any subsequent amendment/modification in the SEBI Listing Regulations, Companies Act and/or applicable laws in this regard shall automatically apply to this policy.

9. Disclosure

This policy shall be hosted on the website of the Company at https://integrismedtech.com/investors/. The necessary disclosures, if any, about the Policy or in relation to the Policy shall be made available on the website of the Company in compliance with the SEBI Listing Regulations.

Appendix 1: Indicative list of documents & records which are required to be preserved permanently

(a) Registration Certificates, licenses and other statutory approvals;

(b) Memorandum and Articles of Association;

(c) Minutes of board meetings, committee meetings and general meetings;

(d) Statutory Registers, including register of members and Index thereof as per Companies Act;

(e) Annual Report;

(f) Agreements with the Stock Exchanges, Depositories and other authorities;

(g) Investment documents of subsidiaries and associates;

(h) Orders passed by any Court or Tribunal or any Authority or Judgment;

(i) Property documents owned by Company; and

(j) Any other document as may be specified in the Companies Act or SEBI Listing Regulations or other applicable laws as may be applicable to the Company from time to time.

All modifications, amendments, additions, deletions to the above documents shall also be preserved permanently by the Company.

Appendix 2: Indicative list of documents & records to be preserved for not less than eight years after completion of the relevant transaction(s)

(a) Books of accounts;

(b) Income tax returns and tax records;

(c) Attendance registers, notices, scrutinizer's report, agenda, notes to agenda and other related papers of general meetings, board meetings and various committee meetings;

(d) Disclosure of interests received from Directors and senior management;

(e) Annual returns;

(f) Correspondences with shareholders and / or statutory authorities;

(g) Copy of filings and returns that are not permanent in nature, under the provisions of the Companies Act 2013 / SEBI Listing Regulations / other laws;

(h) Other material contracts and / or agreements; and

(i) All other documents which are required to be preserved for not less than 8 years in accordance with the provisions of applicable Act, rules, regulations, guidelines, circulars, and notifications etc. as may be applicable to the Company from time to time.

Other documents & records:

All other documents & records not mentioned above shall be preserved in accordance with the provisions of applicable act, rules, regulations, guidelines, circulars and notifications etc. and where no time period is prescribed, shall be preserved for a minimum period of 8 (eight) years.