

Policy on Archival of Documents

**RKB GLOBAL LIMITED**

**Policy on Archival of Documents**

(Pursuant to Regulation 9 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015)

## Policy on Archival of Documents

### **INTRODUCTION**

RKB Global Limited ('The Company' or 'RKB') is committed to being open and transparent with all the stakeholders and in disseminating information in a fair and timely manner. The Company's securities are in process of listing in Stock Exchange in India. The Company will be required to comply with the continuous disclosure obligation imposed by the SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015 ('The Regulation').

In terms of the Regulation 9 of the Regulations the Company is required to maintain and preserve timely and accurate records uploaded on the website of the Company. Records are to be retained for the period of their immediate use, unless longer retention is required for historical reference, contractual, legal or regulatory requirements or for other purposes as may be set forth below.

This policy is designed to set the guidelines for managing the content on the website of the Company for defined timeframe along with the archival of the content post usage.

### **PURPOSE OF THE POLICY:**

This policy sets the standard for classifying, managing and storing of records of the Company. The purpose of this policy is to establish a framework for effective record management and the process for subsequent archival of such records.

This Policy is framed to ensure retention and archival of data located at Company's Registered Office, Corporate Office and other area from where it operates.

Contents/information/documents hosted on the Investor Desk Tab of the website will remain on the <https://rkb.co.in/> website for a period of 5 (five) years, from the end of the financial year in which the said disclosure was made, unless otherwise specifically provided in the Regulation, and then will be archived as per the guidelines specified below.

### **SCOPE:**

This policy is applicable for archival of all those documents which are available on the Company's website.

In this context, the following has been approved and adopted by the Board the Company at its meeting held on December 24, 2025.

## **RETENTION OF RECORDS & DOCUMENTS:**

In line with the Company's "Policy on determination of Materiality of Events/Information", the Company shall disclose all such events to the Stock Exchanges and such disclosures shall be hosted on the website of the Company for a period of 5 (five) years, from the end of the financial year in which the said disclosure was made unless otherwise specifically provided in the Regulation.

## **ARCHIVAL OF RECORDS AND DOCUMENTS:**

Events, Information and Documents mentioned in above section that have been kept for the required period of on the website of the Company; and/or are no longer required, must be archived to below link for next 1 (One) year.

Post 1 (One) year of Archival, data or documents will be purged.

Any one intending to review the material disclosures/ material information/documents after 5 (five) years may write to the Company Secretary of the Company.

## **DISCLOSURE**

This Policy shall be uploaded on the Company's website for public information.

## **AMENDMENTS TO THE POLICY**

The Board may, subject to the applicable laws, amend any provision(s) or substitute any of the provision(s) with the new provision(s) or replace the Policy entirely with a new Policy. However, no such amendment or modification shall be inconsistent with the applicable provisions of any law for the time being in force.

Any amendment of any provision of this policy must be approved by the Company's Board and promptly disclosed on the Company's website within two working days of such amendment.

## **SCOPE AND LIMITATION**

In the event of any conflict between the provisions of this Policy and the Regulations; the Companies Act, 2013 or any other statutory enactments, rules, the provisions of such Regulations/Companies Act, 2013 or statutory enactments, rules shall prevail over this Policy and the part(s) so repugnant shall be deemed to severed from the Policy and the rest of the Policy shall remain in force.

**EFFECTIVE DATE**

This Policy shall come into force from January 01, 2026.