POLICY FOR PRESERVATION OF DOCUMENTS

Policy Owner: Company Secretary

Policy Revision Approving Authority: Board of Directors

Version: V.2 | Supersedes V.1 dated 14-March-2022

Effective Date: August 4, 2026

1. Background

Aragen Life Sciences Limited ("Company") is listed on BSE Limited ("BSE"). As a listed entity, the Company is committed to maintaining comprehensive records that support transparency, regulatory compliance, accountability, and continuity of business operations. This Policy establishes a framework for the systematic preservation, maintenance, and authorised destruction of Company documents for preservation of documents, in accordance with Regulation 9 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, to provide a framework for their adequate protection and preservation. This Policy is effective from the date of approval by the Board of Directors.

2. Definitions

"Documents" means all records created, received, or maintained by the Company in the course of its business, whether in physical or electronic form. This includes, but is not limited to, official correspondence, agreements, contracts, financial records, regulatory filings, intellectual property records, minutes of meetings, statutory registers, and digital records such as emails, databases, spreadsheets, system-generated records, and records stored on cloud or third-party systems on behalf of the Company, as well as records as defined under applicable securities laws.

3. Document Preservation

The documents are classified into two categories based on their nature and regulatory significance:

3.1 Permanent Preservation

The Documents of permanent nature as listed in Schedule A hereto, including amendments made thereto from time to time, shall be maintained and preserved permanently in physical form and/or in an electronic form as permitted by applicable law.

3.2 Time-Bound Preservation

Documents listed in Schedule B shall be preserved for a minimum of eight years from the date of completion of the relevant transaction or the date of creation, whichever is later. Where applicable law prescribes a longer period, that period shall apply. Documents relevant to ongoing or reasonably foreseeable litigation, arbitration, investigation, or regulatory inquiry shall be preserved for the duration of the matter and a reasonable period thereafter. Documents may be maintained in physical and/or electronic form.

Provided that the Company may keep documents specified in clauses 3.1 and 3.2 in electronic mode as well.

4. Responsibilities, Reporting

The respective Heads of Strategic Business Units (SBUs)/Functional Heads of the Company shall be responsible for the maintenance, preservation, and destruction of the Documents in terms of this Policy, in accordance with the Standard Operating Procedures (SOPs) applicable to such departments, as approved by the internal Policy Committee.

The Company Secretary, as custodian of this Policy, shall coordinate with Functional Heads, provide guidance on document classification and retention

The respective Head of SBU/Functional Head shall affirm compliance with this Policy as part of the statutory compliance certificate in the specified template to the legal function for reporting to the Board.

5. Standard Operating Procedures

The SOPs shall prescribe detailed procedures for maintenance, preservation, and destruction of The Documents that include, among others,

• the way the Documents are to be prepared to ensure that they are a full and accurate record of the transactions;

• classification, filing, labelling, indexing, and preserving the Documents to avoid any damage;

• maintenance of appropriate registers for preservation and destruction of The Documents;

• periodicity, mode, and manner of destruction of The Documents;

• permitted delegation of the responsibility to authorised officers of the Company;

• standards for electronic preservation including backup, disaster recovery, and access-log requirements; and

• periodic compliance review.

6. Communication and dissemination of the Policy

A copy of this policy shall be posted on the Company's internal HR portal for the information and compliance of all employees, and on the Company's website. The information disseminated by the Company on its website shall also be hosted for a minimum period of two years as per the preservation policy.

7. Amendments

The Board of Directors is authorised to amend this Policy to ensure it remains consistent with applicable laws, regulations, and the Company's administrative requirements. The Company Secretary may issue administrative clarifications to the Policy. Any clarification needed on the Policy may be referred to the Company Secretary. This Policy may be reviewed and amended from time to time by the Board, in line with the changing regulatory requirements, or in case the Company faces any practical difficulties in implementing the Policy.

Schedule A— Documents Preserved Permanently

1. Incorporation/Registration Documents

2. Certificates obtained from Various Statutory Authorities

3. Licenses and Permits

4. Statutory Registers to be maintained permanently under applicable laws

5. Minutes Books of Board, General, and Committee Meetings

6. Documents relating to shareholders and share transfers

7. Title Deeds of Properties Owned by the Company

8. Intellectual Property Documents of the Company

9. Orders, judgments received from any court or adjudicating authority

10. Agreements made by the Company with Stock Exchanges & Depositories

11. Employee retirement and pension records

12. Foundational laboratory notebooks, core research data, and primary documentation supporting the Company's intellectual property portfolio.

13. Any other documents designated for permanent preservation by applicable law or by the Board on the recommendation of the relevant Functional Head

Schedule B— Documents Preserved for Not Less Than Eight Years

1. Books of Accounts and Financial Statements

2. Tax Records

3. Statutory Registers, Forms, and Returns under applicable laws

4. Material Contracts

5. Press releases and public filings

6. Exchange communications including regulatory disclosures, filings, and correspondence with stock exchanges.

7. GMP batch records, quality control records, analytical validation records, and regulatory submissions.

8. Client confidentiality agreements and service agreements.

9. Insurance policies and claims records.

10. Such other records as required by applicable law or designated by Functional Heads in consultation with the Legal function.

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