

UTIQUE ENTERPRISES LIMITED

DOCUMENT RETENTION AND ARCHIVAL POLICY

This Policy deals with the retention and archival of the corporate records of Utique Enterprises Limited (hereafter referred to as "the Company").

Corporate records are all paper or electronic records that are created by you as an employee, including but not limited to, memoranda, contracts, emails, time-sheets, effort estimates and expense records.

The Company is required to maintain certain types of corporate records for a specified period of time. Failure to do so could subject the Company and its employees to serious legal consequences.

All employees are expected to fully comply with this Policy.

Generally, all corporate records (whether electronic or paper) of the Company are to be retained for not less than 3 (three) years, and may be destroyed thereafter.

If an employee believes, or the Company requires that the Company records are relevant to litigation or potential litigation, then these records need to be preserved until the Legal Department advises otherwise.

The Policy shall be reviewed periodically by the Senior Management and amendments effected to subject to approval of the Board of Directors if and when practical difficulties are encountered. The Senior Management may also review the Policy on document retention to comply with any local, state, central legislation, which may be promulgated from time to time.

Additionally, there are certain types of records that need to be retained for a longer period of time, as identified below:-

- A. Board of Directors Records: Minutes of meetings of the Board of Directors shall be maintained in perpetuity. A copy of all materials provided to the Board of Directors or Committees of the Board shall be maintained for not less than 3 (three) years.
- B. Press Releases & Public Filings: All press releases and publicly filed documents shall be maintained in perpetuity. All events and press releases filed with the Stock Exchanges shall be maintained for not less than 5 (five) years on the website of the Company.
- C. Books of Account and Tax Records: Books of account and tax records shall be retained for at least 8 (eight) years following the completion of the relevant transactions or assessment year for which the records were last used.

- D. Employment Records: The Company maintains personnel records that include recruitment, employment and personal information. These records also reflect performance reviews and any other matters arising out of the course of employment, such as actions taken against personnel. These records shall be retained for a period of 3 (three) years following the cessation of employment.
- E. Intellectual Property Records: Documents relating to the development and protection of intellectual property rights shall be maintained for the life of such intellectual property right.
- F. Contracts: Execution copies of all contracts entered into by the Company shall be retained for at least 3 (three) years following the expiry or termination of the contracts.

In the event of a calamitous incident, the first priority is the safety of the people, followed by immediate action to rescue or prevent further damage to the records. Depending on the immediate threat, emergency response and recovery actions will take precedence over all other Company activities.

The Company shall make continuous endeavours to make appropriate provision for the backup of its records in digital form. The digital backup shall be actively maintained to ensure its continued viability.

Failure to comply with this Policy may result in disciplinary action against the employee, including suspension or termination.

Queries regarding this Policy may be addressed in writing to the Company Secretary at the Registered Office of the Company.
