ARCHIVAL POLICY

(Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015)

A. BACKGROUND

Methodhub Software Limited, ("**the Company**") website https://methodhub.in contains information on its business and operations for information and awareness of stakeholders. The website is regularly updated and certain information and documents are archived periodically so as to be available on the website, whilst simultaneously keep it crisp and relevant.

Pursuant to Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("**SEBI LODR Regulation**"), the content Archival Policy has been framed to provide guidelines for archival of records and documents as statutorily required.

B. OBJECTIVE OF THE POLICY

Pursuant to Regulation 30 of the SEBI LODR Regulations, all the listed the Company shall disclose certain events or information prescribed therein to the Stock Exchange(s). Such disclosures shall also be made available on the Company's website for certain period as statutorily required. This Policy shall be disclosed on the Company's website https://methodhub.in in order to inform the stakeholders to facilitate them to retrieve past information which is of a statutory nature for a period as discussed in the Policy.

The objective of this Policy is to disseminate equal, adequate and timely information to the shareholders through the website of the Company and to enable them to track the performance of the Company over regular intervals of time and provide sufficient information to enable investors to assess the current status of the Company.

C. ARCHIVAL OF INFORMATION

All the relevant disclosures of information and events communicated to the stock exchanges under Regulation 30 of the SEBI LODR Regulations will be hosted on the website of the Company under the section entitled "Investor Relations" for a period of five years and thereafter the same shall be archived so as to be available for retrieval for such period as may be decided by the Managing Director of the Company.

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

This policy will be periodically reviewed and amended based on any changes in the laws, rules and regulations applicable to the Company from time to time or changes in internal processes.

The information as statutorily required under the said regulations shall be hosted on the Company's website for a minimum period of five (5) years and thereafter maintain this information under the archival section for a further period of at least five (5) years in the manner as deemed appropriate by the Company.

As per Regulation 9, the listed entity shall have a policy for preservation of documents, approved by its Board of Directors, classifying them in at least two categories i.e. (a) documents whose preservation shall be permanent in nature; and (b) documents with preservation period of not less than eight years after completion of the relevant transactions. The listed entity may keep such documents in electronic mode.

Depending upon the nature, materiality, impact and relevance of the material event, the disclosure of such material events can continue to remain hosted on the Company's website for a longer period of time as decided by the Board from time to time.

In case the aforesaid disclosures are required by any applicable law or regulation or competent authority to be hosted for a period longer than that mentioned above, such disclosures shall be hosted on the website of the Company for such longer period, as approved by the Board from time to time.

D. GENERAL

In case of any subsequent changes in the provisions of SEBI LODR Regulations or any other Regulations which make any of the clauses/provisions in this Policy inconsistent with the SEBI LODR Regulations, the provisions of such Regulations shall prevail over this Policy.

E. DESTRUCTION OF DOCUMENT

After the expiry of the statutory retention period, the preserved documents may be destroyed in such mode under the instructions approved by the Board of Directors. This applies to both physical and electronic documents

F. AMENDMENT

Any change in the Policy shall be approved by the Board of the Company. The Board shall have the right to withdraw and/ or amend any part of this Policy or the entire Policy, at any time, as it deems fit, or from time to time, and the decision of the Board in this respect shall be final and binding.

In case any provisions of the Policy are contrary to or inconsistent with the provisions of the Companies Act, 2013, rules framed thereunder and SEBI LODR Regulations, the provisions of Statutory Provisions shall prevail.

Approved in the meeting dated January 14, 2025