



Document Archival Policy

The Manager has adopted the document archival policy pursuant to a resolution of its Governing Board of the Manager on December 24, 2019. The document archival policy aims to provide a comprehensive policy on the preservation and conservation of the records and documents of Mindspace REIT. The document archival policy aims at identifying, classifying, storing, securing, retrieving, tracking and destroying or permanently preserving records. The key principles of the document archival policy *inter alia* are set forth:

- (i) The Manager shall be responsible for the safe keeping of all documents of Mindspace REIT;
- (ii) All records and documents along with all the supportive documents, including minutes of meetings of the Governing Board, press releases and public filings, employment records etc. which are physically available shall be maintained at the principal place of business of Mindspace REIT or such other secured place as may be decided by Chief Executive Officer / Chief Financial Officer.
- (iii) All the documents required to be maintained in terms of the REIT Regulations, secretarial standards, listing agreement, and any applicable law, shall be preserved within the safe custody of Compliance Officer of the Manager adequate safety as may be required for the protection of the documents;
- (iv) All financial records required to be maintained in terms of the REIT Regulations, prescribed accounting standards, Income Tax Act, 1961 and other applicable law, shall be maintained within the custody of the accounts head of the Manager;
- (v) All the statutory documents shall be preserved for a minimum period of eight financial years, immediately preceding a financial year, and since creation of Mindspace REIT, when Mindspace REIT has been created for a period of less than eight years; or such longer duration if prescribed under Applicable Law. Documents shall be preserved in a chronological order for each Financial Year;
- (vi) Documents which are confidential in nature shall, wherever possible, be kept under lock and key and shall be shared on a need to know basis only with persons directly involved in the transaction involving such documents and records;
- (vii) If required under applicable law, some of the registers and records may be required to be kept open by Mindspace REIT for inspection by Unitholders of Mindspace REIT and by other persons, including creditors of Mindspace REIT. Upon receipt of advance notice from a unitholder or from any other specified person Mindspace REIT shall facilitate inspection of such documents by such persons and allow extracts to be taken from certain documents, registers and records and to furnish copies of certain documents, registers and records. Such documents and records shall be kept open for inspection during the business hours of Mindspace REIT without payment of any fee;
- (viii) Documents which are statutorily/legally required to be hosted on Mindspace REIT website shall be hosted within the prescribed timeline from the occurrence of the event. All statutory data shall be hosted on Mindspace REIT website for a minimum period of five years or for such minimum period as prescribed under applicable law or as maybe decided by the Governing Board. After which it shall be preserved in the archival folder of Mindspace REIT maintained offline, until it is destroyed upon the expiry of the statutory period for the preservation such documents;
- (ix) The Manager shall ensure that in the event of a major 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 activities of Mindspace REIT; and
- (x) The Manager shall ensure appropriate provision for the backup of the digital collections of Mindspace REIT have been made, including the provision of offsite security copies and that the backup copies are actively maintained to ensure their continued viability.