

Policy Title	Document Archival Policy	Approving Authority	Board of Directors
Entity/Organization	PropShare Investment Manager Private Limited (“ Investment Manager ”) in its capacity as investment manager of the Property Share Investment Trust (“ Trust ”)	Effective Date	September 16, 2024

Applicability	This policy is applicable to the Trust and the Investment Manager
Introduction & Purpose	The Document Archival Policy aims to provide a comprehensive policy on the preservation and conservation of the records and documents of the Trust. The Document Archival Policy aims at identifying, classifying, storing, securing, retrieving, tracking and destroying or preserving records.
Type of Documents	<p>The Trust’s records and documents can be classified as physical and electronic records. Documents can also be categorised into documents to be preserved for limited life span and those to be preserved permanently. Documents preserved for a limited period shall be preserved for a period of not less than eight years after completion of the relevant transaction or any such period as required under applicable law.</p> <p>Physical records would consist of all the handwritten or printed and signed books and records maintained by the Investment Manager in physical form. Electronic records would comprise of all such documents which are digitally or virtually maintained in the electronic forms. Electronic record shall be authenticated by digital signatures.</p>
Key Terms	<ol style="list-style-type: none"> 1. All records and documents along with all the supportive documents which are physically available shall be maintained at the principal place of business of the Trust or such other secured place as may be decided and approved by the board of directors of the Investment Manager from time to time; 2. All the documents required to be maintained in terms of the Securities and Exchange Board of India (Real Estate Investment Trusts) Regulations, 2014, including any guidelines, circulars, notifications and clarifications framed or issued thereunder (“REIT Regulations”), secretarial standards, listing agreement, and any applicable law, each as amended, shall be preserved under the custody of the compliance officer of the Trust; 3. All financial records required to be maintained in terms of the REIT Regulations, prescribed accounting standards, Income Tax Act, 1961 and other applicable law, as amended, shall be maintained under the custody of the chief finance officer of the Investment Manager; 4. All the statutory documents shall be preserved for a minimum period of eight financial years, immediately preceding a fiscal, and since creation of the Trust, when the Trust 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 Fiscal; 5. 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; 6. If required under applicable law, some of the registers and records may be required to be kept open by the Trust for inspection by directors of the Investment Manager and Unitholders of the Trust and by other persons, including creditors of the Trust. Upon receipt of advance notice from a unitholder or from any other specified person the Trust 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

	<p>records. Such documents and records shall be kept open for inspection during the business hours of the Trust and Investment Manager without payment of any fee;</p> <p>7. Documents which are statutorily required to be hosted on the Trust website shall be hosted within the prescribed timeline from the occurrence of the event. All statutory data shall be hosted on the Trust website for a minimum period as prescribed under applicable law. After which it shall be preserved in the archival folder of the Trust’s maintained offline, until it is destroyed upon the expiry of the statutory period for the preservation such documents; and</p> <p>8. Documents and records may be destroyed after the expiry of the statutory period for the preservation the documents after keeping a suitable record of documents destroyed.</p>
<p>Amendment</p>	<p>Any amendment or variation to this Policy shall be approved by the board of directors of the Investment Manager and undertaken in compliance with the REIT Regulations and other applicable law.</p> <p>Notwithstanding the above, this Policy will stand amended to the extent of any change in applicable law, including any amendment to the REIT Regulations, without any action from the Investment Manager or approval of the unitholders of the Trust.</p>