

Document/Data Retention and Destruction Policy

I. Purpose

This Document/Data Retention and Destruction Policy (Policy) provides for the systematic review, retention and destruction of documents/Data received or created by the Khoj Research Solutions Pvt Ltd in connection with the transaction of its research business. This Policy covers all records, documents and data, regardless of physical form (including electronic documents), contains guidelines for how long certain documents/data should be kept and how records should be destroyed. The Policy is designed to ensure compliance with applicable laws and regulations, to eliminate accidental or innocent destruction of records and to facilitate Khoj Research Solutions Pvt Ltd's operations by promoting efficiency and freeing up valuable storage space.

II. Document Retention

Khoj Research Solutions Pvt Ltd follows the document/data retention procedures outlined below. The term Documents/Data covers all material physical or otherwise received or created for the purpose of carrying out its research business in consultation and coordination with its registered clients.

III. Corporate Records

All corporate records, solely the property of Khoj Research Solutions Pvt Ltd will be stored and kept as per the Company's requirements and as governed by the law of the land.

IV. Electronic Documents and Records

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an email message, the message should be printed in hard copy and kept in the appropriate file or moved to an "archive" computer file folder. Backup and recovery methods will be tested on a regular basis.

V. Emergency Planning

The Organization's records will be stored in a safe, secure and accessible manner. Documents and financial files that are essential to keeping the Organization operating in an emergency will be duplicated or backed up at least every week and maintained off site.

VI. Client / Participant Data

Data received from or created by the client or that is received from or created by participants in the research studies is handled as below:

- a) All such data is stored on the cloud (Dropbox, Google Drive, Quip etc), as required and mandated by the client. The ownership of such files/folders is always with the client who can, at any point in time, as required or desired revoke access to Khoj Research Solutions Pvt Ltd
- b) If any data/material is required, by the client, to be transferred on a hard disk, then the same is password protected and shared with the appropriate authority with the clients organization
- c) Data/material in the possession of Khoj Research Solutions Pvt Ltd is destroyed (as detailed in Clause VII) at the end of 90 days or as mandated by client policy

VI. Document/Data Destruction

The management of Khoj Research Solutions Pvt Ltd is responsible for the ongoing process of identifying its personal records/data, which have met the required retention period and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

All data/material that is the intellectual property of the client is also destroyed as stated above and not withheld beyond the stated period (90 days or as mandated by client policy) unless approved by the written permission of the client, with a proper reasoning for doing so.

VII. Compliance

Failure on the part of the Organization to follow this policy can result in possible civil and criminal sanctions against the Organization and possible disciplinary action against responsible individuals. The Management will periodically review these procedures with legal counsel or the organization's certified public accountant to ensure that they are in compliance with new or revised regulations.