POLICY FOR PRESERVATION OF DOCUMENTS

(Revised on August 5, 2026)

Pursuant to SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015

1. PREAMBLE

Pursuant to Regulation 9 of Chapter III of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (the "**SEBI Listing Regulations**"), requires every listed company to formulate a policy on preservation of documents approved by the board of directors.

2. PURPOSE AND SCOPE

In terms of the provisions of Regulation 9 of the SEBI Listing Regulations, the Company shall have a Policy for preservation of documents, approved by its board of directors, classifying them in at least two categories as follows:

i. documents whose preservation shall be permanent in nature; and

ii. documents with preservation period of not less than 8 (eight) years after completion of the relevant transactions.

Accordingly, the Board of Directors of the Company has formulated and approved this Policy to preserve the documents of the Company.

Also, this Policy shall cover all business records of the company, including written, printed and recorded matter and electronic forms of records. The Policy ensures that the company maintains both physical and electronic records/ documents preserved for such minimum period as required by the law for the time being in force and adequate protection and preservation of the documents of the Company as per the applicable statutory requirements. All records must be kept, keeping in mind the confidentiality and nature of the documents. The Policy also deals with the retrieval process and disposal / destruction of obsolete records.

This Policy will guide the Company, employees and officers in handling the documents efficiently and maintenance of any documents, their preservation and disposal/destruction.

Reference to statutory provisions or regulations shall be construed as meaning and including references to any amendment or re-enactment and any amendments to any statutory provisions or regulations or clarifications applicable to the Policy shall automatically be deemed to be included in the policy, without any further amendment of the policy by the Board or relevant committee of the Board of Directors.

3. DEFINITIONS

(a) "**Applicable Law**" means any law, rules, regulations, circulars, guidelines or standards applicable on the Company under which any guideline / provision with regard to the preservation of the Documents has been prescribed.

(b) **"Authorised Person"** means the functional head of the concerned department or any person duly authorised by the Board of Directors.

(c) **"Board of Directors"** means the board of directors of the Company.

(d) **“Companies Act”** means the Companies Act, 2013 and the rules made thereunder, as amended from time to time, and shall include any statutory modification, amendment, re-enactment or substitution thereof.

(e) **“Company”** means Thrive Future Habitats Limited (Formerly Ador Multiproducts Limited).

(f) **“Document(s)"** refers to agreements, notices, requisitions, orders, declarations, forms, correspondence, minutes, registers and or any other record (including required under or in order to comply with the requirements of any Applicable Law) maintained on paper or in Electronic Form and does not include multiple or identical copies.

(g) **“Electronic Form"** means maintenance of documents in any contemporaneous electronic device such as computer, laptop, compact disc, floppy disc, space on electronic cloud, or any other digital form of storage and retrieval device, considered feasible, whether the same is in possession or control of the Company or otherwise the Company has control over access to it.

(h) **“Maintenance”** means keeping documents either physically or in electronic form.

(i) **“Policy”** means Policy for Preservation of Documents.

(j) **“Preservation"** means to keep in good order and to prevent from being altered, damaged or destroyed.

4. PRESERVATION OF RECORDS/ DOCUMENTS

The preservation of documents shall be done in the following manner:

(i) All statutory records required to be maintained under any applicable law/ or under any directions or instructions from any statutory or regulatory authority shall be preserved for the period as required. The list of Documents which shall be permanently preserved is given in **Annexure A** to this Policy.

(ii) All documents relating to any show cause notice, demand notice, order, decree, direction from any court, tribunal, or any judicial or administrative authorities shall be preserved for a minimum period of eight years from the date of disposal of the matter. The list of Documents which shall be preserved for a period not less than 8 (eight) years after completion of the relevant transaction is given in **Annexure B** to this Policy.

(iii) Documents in respect of which no retention period is prescribed under applicable law shall be preserved for such period as may be determined by the Board based on business, legal and regulatory requirements.

5. DISPOSAL OF RECORDS

The Documents which are not required to be preserved beyond the “specified period” as per this policy shall be disposed by the respective department with the approval of Functional Head after the specified period. Post the specified period for preservation of the documents, the respective departments are required to dispose the records. Physical records disposed of pursuant to the retention periods specified above shall be disposed of using a shredder. Electronic records shall be subject to secure electronic deletion.

Notwithstanding anything contained in this Policy, no document or record shall be destroyed if it is relevant to any ongoing or reasonably anticipated litigation, investigation, audit, inspection, inquiry, show cause proceeding, regulatory action, arbitration, tax assessment, or any proceeding before a court, tribunal, statutory authority or governmental agency. Such documents shall be retained until the final conclusion of the matter and expiry of all applicable appeal periods.

6. IMPLEMENTATION AND REVIEW OF THE POLICY

The Board shall be responsible for implementation and review of this Policy in whole or part. Any amendment or waiver of any provision of this Policy should be approved by the Board of Directors of the Company. In the event of any conflict between the provisions of this Policy and applicable laws, the provisions of applicable laws shall prevail and the part(s) so repugnant shall be deemed to be severed from the Policy and the rest of the Policy shall remain in force. Any subsequent amendment/ modification in the Applicable Laws shall automatically apply to this Policy.

7. EFFECTIVE DATE

This policy shall be effective from date of adoption of the said policy by the Board.

8. DISSEMINATION OF THE POLICY

The policy will be hosted on the Company’s website.

Annexure A

Documents/ Records whose preservation shall be permanent in nature

The following documents shall be maintained and preserved permanently by the Company. All modifications, amendments, additions, deletions to the said documents shall also be preserved permanently by the Company.

(a) Certificate of Incorporation.

(b) Memorandum and Article of Association.

(c) Minutes of the Board Meetings and Board Committees as prescribed by the "Secretarial Standard-1 on Meetings of Board of Directors" issued by the Institute of Company Secretaries of India.

(d) Minutes of General Meetings (including AGMs) as prescribed by the "Secretarial Standard-2 on General Meetings" issued by the Institute of Company Secretaries of India.

(e) Property Card, Ownership, records issued by government Authority.

(f) Authorizations/ licenses obtained from any statutory authority.

(g) Material agreements/ contracts, which, even if terminated, may have an impact on business.

(h) Orders/judgement issued by Courts/statutory bodies and other background documents relevant for understanding such Orders.

(i) Any other document, certificates, statutory registers that may be required to preserved permanently in terms the Companies Act, 2013 and/ or SEBI Listing Regulations from time to time.

Annexure B

Documents/ Records to be preserved for a minimum period of eight years.

The following documents shall be maintained and preserved for a term not less than eight years after completion of the relevant transactions. All modifications, amendments, additions, deletions to the said documents shall also be preserved for a term not less than eight years.

(a) Documents/Information furnished to Stock Exchanges including information submitted in compliance of SEBI Listing Regulations, as amended from time to time, shall be preserved for a minimum period of eight years from the end of the financial year in which the documents/information is furnished.

(b) Books of Accounts including work papers and other documents related to the audit including Tax and GST, Accounts Payable/Receivable ledgers, General Ledger, Annual Plans and Budgets.

(c) Annual Returns (copies of all certificates and documents required to be annexed thereto) as per Companies Act, 2013.

(d) Office Copies of Notices, Agenda, Notes on Agenda of Board Meetings and Board Committees and other related papers shall be preserved for as long as they remain current or for eight financial years, whichever is later and may be destroyed thereafter with the approval of the Board, as prescribed by the "Secretarial Standard-1 on Meetings of Board of Directors" issued by the Institute of Company Secretaries of India.

(e) Notices in Form MBP-1 for disclosure of interest under section 184 of Companies Act, 2013 and Rule 9(3) of the Companies (Meetings of Board and its Powers) Rules, 2014, received from directors of the Company.

(f) Instrument creating a charge or modifying a charge, as per Rule 10(4) of the Companies (Registration of Charges) Rules, 2014.

(g) Office Copies of Notices, Register of Postal Ballot, Scrutinizer's Report and related papers regarding General Meetings (including AGM) shall be preserved for as long as they remain current or for eight financial years, whichever is later and may be destroyed thereafter with the approval of the Board of Directors, as prescribed by the "Secretarial Standard-2 on General Meetings" issued by the Institute of Company Secretaries of India.

(h) Attendance Register for Board Meeting and recording of attendance of Meetings through Electronic Mode for eight financial years and may be destroyed thereafter with the approval of the Board of Directors, as prescribed by the "Secretarial Standard-1 on Meetings of Board of Directors" issued by the Institute of Company Secretaries of India.

(i) Documents as are required to be maintained under relevant laws.

(j) Payroll TDS, PF, ESI return and challans applicable on payroll.

(k) Business / Joint Venture / Sales Purchase Agreement / Loan / Lease Agreements.

(l) Trademark / Copy Rights / Patents.

(m) Any other document, certificates, statutory registers which may be required to be maintained and preserved for not less than eight years after completion of the relevant transaction under the Companies Act, 2013 and/or SEBI Regulations.