

Policy Title	Document Archival Policy	Approving Authority	Any Director or Chief Financial Officer or Compliance Officer
Organization	HR	Approval Date	April 17, 2023
Entity	Nexus Select Mall Management Private Limited (formerly known as Nexus India Retail Management Services Private Limited) (“ Manager ”) in its capacity as manager of Nexus Select Trust	Effective Date	From the date of filing of the Offer Document with SEBI

Applicability	This policy is applicable to the Nexus Select Trust and the 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 Nexus Select Trust. The Document Archival Policy aims at identifying, classifying, storing, securing, retrieving, tracking and destroying or permanently preserving records
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 Nexus Select Trust or such other secured place as may be decided and approved by the board of directors of the 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 Nexus Select 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 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 Nexus Select Trust, when the Nexus Select Trust has been created for a period of less than eight years; or such longer duration if prescribed under applicable law; 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 Nexus Select Trust for inspection by directors of the Manager and Unitholders of the Nexus Select Trust and by other persons, including creditors of the Nexus Select Trust. Upon receipt of advance notice from a unitholder or from any other specified person the Nexus Select 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 records. Such documents and records shall be kept open for inspection during the business hours of the Nexus Select Trust and Manager without payment of any fee;

7. Documents which are statutorily required to be hosted on the Nexus Select Trust website shall be hosted within the prescribed timeline from the occurrence of the event. All statutory data shall be hosted on the Nexus Select Trust website for a minimum period of five years or for such minimum period as prescribed under applicable law. After which it shall be preserved in the archival folder of Nexus Select Trust's maintained offline, until it is destroyed upon the expiry of the statutory period for the preservation such documents; and
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.