



POLICY ON ARCHIVAL OF DOCUMENTS

(Pursuant to Regulation 30(8) and 46(2) of the SEBI (LODR) Regulations, 2015)

1. Governing Law

The objective of this Policy is to comply with Regulation 30(8) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as mentioned below:

“The listed entity shall disclose on its website all such events or information which has been disclosed to stock exchange(s) under this regulation, and such disclosures shall be hosted on the website of the listed entity for a minimum period of five years and thereafter as per the archival policy of the listed entity, as disclosed on its website.”

2. Objective

The purpose and objective of this Archival policy is to provide for a guideline for maintenance and hosting of necessary information and documents of the Company for the information and knowledge of the Stakeholders.

The Stakeholders require volumes of information of the Company, both past and present, in order to make informed financial, business or commercial decisions about the Company.

The Company intends to uphold highest standards of transparency and wants to ensure well being of its Stakeholders. To do so, a policy is required in order to set out standard practices of disclosure and transparency.

3. Archival Policy

The Company shall disclose on its website all such events or information which has been disclosed to stock exchange(s) under the SEBI (LODR) Regulations, 2015, and such disclosures shall be hosted on the website of the Company for a minimum period of five years and thereafter be maintained as archives for one more year.

Further, the physical documents, maintained at the Registered Office of the Company shall be maintained for eight years and be then disposed off in an eco-friendly manner and by ensuring that all personal and confidential data has either been redacted or destroyed prior to such disposal.



The above is without prejudice to the provisions of applicable laws and the time duration required for any specific form of information or documents.

4. Review

This policy is subject to review and amendment by the Board of Directors in light of any regulatory changes, in order for the policy to remain effective and in line with applicable laws. In case of any contradiction to any law for time being in force, the non-effective parts shall be severable from the effective parts of this policy.

The Board may decide to make amendments to this policy for the well being and in the interest of the Company and its stakeholders.