



# **ARCHIVAL POLICY FOR DOCUMENTS** **HOSTED ON THE WEBSITE** **OF THE COMPANY**

<b>Approved by:</b>	<b>Board of Director</b>
<b>Effective date:</b>	<b>17<sup>th</sup> October 2015</b>
<b>1<sup>st</sup> revision on:</b>	<b>5<sup>th</sup> February 2018</b>
<b>2<sup>nd</sup> revision on:</b>	<b>13<sup>th</sup> November 2024</b>



## **1. Objective**

This Policy is framed in accordance with the requirement under Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations"). to lay down the time frame for archival of documents hosted on the Company's website.

All other words and expressions used but not defined in this Policy but defined in the Companies Act, 2013, Listing Regulations or the rules and regulations made thereunder shall have the same meaning as respectively assigned to them in such Act or rules and regulations or any statutory modification or re-enactment thereto.

## **2. a) Archival Policy for submissions made to Stock Exchanges:**

Documents submitted to stock exchanges for dissemination to stakeholders will be retained on the website of the Company for a minimum period of five years or such higher period as may be prescribed under the Listing Regulations. The Document may thereafter be shifted to the Archive Section of the website, where it shall be retained for a minimum period of three years, after which it may be removed from the website.

## **b) Archival Policy for other information hosted on the website pursuant to applicable legislations:**

All other documents/ information to be hosted on the website of the Company pursuant to any other Law/ Regulation/ Guideline for minimum period as may be specified. The Document may thereafter be shifted to the Archive Section of the website, where it shall be retained for a minimum period of three years, after which it may be removed from the website.

## **c) Archival Policy for other information voluntarily hosted on the website:**

Notwithstanding the above, the Management shall have the discretion to host any of such documents on the website of the Company for such additional period as the management may deem fit on a case-to-case basis.

(Note: The term Management shall refer to the Managing Director,/Whole time Director/ CEO/ CFO/ Company Secretary / Compliance Officer ).



### **3. Review and Amendment**

In case of any subsequent amendment / modification in the Listing Regulations, Act and/or other applicable laws to this policy which may be inconsistent with any of the provisions then policy will automatically stands modified/ amended to that extent.

### **4. Disclosure of the Archival Policy**

This Policy shall be uploaded on the Company's website for public information.

This policy has been amended, approved and adopted by the Board of Directors at their meeting held on 13<sup>th</sup> November 2024.

\*\*\*\*\*