

ARCHIVAL POLICY

1. BACKGROUND

In accordance with Regulation 30(8) and Regulation 46 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“SEBI Listing Regulations”), listed entities are required to place prescribed disclosures and information on their website. Such disclosures must remain available on the website for a minimum period of five (5) years and thereafter be maintained in accordance with an archival policy of the Company.

Accordingly, this Archival Policy (“Policy”) has been formulated to establish a framework for preservation and archival of documents, records and disclosures hosted on the Company’s website.

2. OBJECTIVES OF THE POLICY

Pursuant to Regulation 30(8) of the SEBI Listing Regulations, the Company shall host on its website all events or information disclosed to the Stock Exchanges under Regulation 30.

These disclosures shall remain available on the Company’s website for at least five (5) years from the date of disclosure and shall thereafter be archived as per this Policy.

The objectives of this Policy are:

- a) To identify information, documents, events and disclosures that are required to be hosted on the Company’s website;
- b) To ensure timely disclosure of information with proper accessibility and uniform presentation on the website;
- c) To ensure that all disclosures remain available on the website for a minimum period of five (5) years from the date of disclosure, unless a different period is prescribed under applicable law;
- d) To ensure that after completion of five (5) years, such documents / information / disclosures are transferred to appropriate archive folders on the website;
- e) To ensure that documents required to be hosted only for a specific period are removed after the expiry of such period without necessarily being archived;
- f) To ensure that documents such as policies, codes of conduct and other information required to be displayed on a continuous basis are not archived.

3. POLICY

All documents, disclosures, notices, policies and information required to be hosted under the SEBI Listing Regulations, the Companies Act, 2013 and rules made thereunder (as amended) shall be uploaded on the Company’s website.

The Company shall periodically review its website to ensure that all required disclosures are available and updated.

Unless otherwise required under applicable law, disclosures shall remain hosted on the website for a minimum period of five (5) years from the date of disclosure. After completion of this period, such disclosures shall be transferred to archive folders under relevant categories in a manner that enables easy retrieval.

Archived documents shall be preserved for an additional period of at least five (5) years or such period as may be determined by the Company.

4. AMENDMENTS

This Policy may be reviewed periodically and amended, modified or revised by the Board of Directors of the Company to ensure compliance with applicable laws and regulatory requirements.

5. DISCLOSURE ON WEBSITE

This Policy shall be hosted on the Company’s website after approval by the Board of Directors and shall continue to remain available on the website. Any amendments or updates to the Policy shall also be disclosed on the website.
