

POLICY ON ARCHIVAL OF DOCUMENTS

1. BACKGROUND

Pursuant to the SEBI Listing Regulations, all listed companies are required to host on its website various information required under the SEBI Listing Regulations and such disclosures shall be hosted on the website of the listed entity for a minimum period of five (5) years and thereafter as per the archival policy of the listed entity, as disclosed on its website, this Archival Policy (**the "Policy"**) has been framed to provide guidelines for archival of records and documents.

The Board of Directors of the Company in its meeting held on _____ approved this Policy.

2. OBJECTIVES OF THE POLICY

Pursuant to Regulation 30(8) of the SEBI Listing Regulations, the Company shall disclose on its website all such events or information which has been disclosed to the Stock Exchanges under Regulation 30 of the SEBI Listing Regulations. Such disclosures shall also be hosted on the Company's website for a minimum period of five (5) years, as statutorily required, and thereafter as per the archival policy of the Company. The Policy shall be disclosed on the Company's website. The major objectives of the Policy are:

- (a) Identification of information, documents, events, etc. which are required to be disclosed on the website of the Company;
- (b) Ensuring that all the information is disclosed at the relevant time and with proper link, and to maintain unanimity every time;
- (c) Ensuring that all the information/ documents/ events disclosed on the website of the Company, unless otherwise specified under the Companies Act, 2013, shall remain on the website for the period of five (5) years from the date of disclosure of such information/ documents/ events;
- (d) Ensuring that after completion of five (5) years from date of disclosure of the respective documents/ information/ events, same should be moved to the respective archives folder on the website of the Company;
- (e) Ensuring that documents/ information/ events which are required to be uploaded on the website of the Company for a particular period, shall be deleted after the due date without movement in archives folder; and
- (f) Ensuring that certain documents like policies of the Company, codes of conduct and other documents which are required to be continuously displayed on the website, shall not be archived.

3. POLICY

The required documents, information, disclosures, notices, policies as provided under the SEBI Listing Regulations and the Companies Act, 2013, and the rules framed thereunder as amended ("Companies Act"), which are required to be disclosed on the website, shall be uploaded on the website of the Company. The website of the Company shall be reviewed on regular intervals for ensuring that all the above mentioned disclosures are available on the website of the Company, as required.

The required disclosures, unless otherwise mentioned in the Companies Act itself, shall be hosted on the website for a minimum period of five (5) years and thereafter shall be moved/ transferred to

archives folders under the respective heads/ sub-folders, in a way so that these can be searched easily as and when required by any person. 2 The documents/ disclosures shall be kept in the archive folders for a further period of at least five (5) years in the manner as deemed appropriate by the Company.

4. AMENDMENTS

The Company may review and revise this Policy from time to time. The Board of Directors of the Company shall have the right to review or amend this Policy from time to time so that the Policy remains complied with applicable legal requirements.

5. DISCLOSURE ON WEBSITE

The policy shall be continuously hosted on the website of the Company after the approval of the Board of Directors and after every amendment/ updating thereof.