

## **ARCHIVAL POLICY FOR DISCLOSURES TO STOCK EXCHANGES**

### **Preamble**

As per Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, every listed entity has to formulate a policy on retention and archival of the disclosures of any events or information which in the opinion of the Board of Directors of the listed company is material and disclosed on the website of the Company for a minimum period of 5 years and thereafter as per the archival policy of the Company as disclosed on its website.

The purpose of the Policy is to archive any of the material of events or information which is disclosed by the Company to Stock Exchange and made available on the website of the Company for a period of 5 years from the date of the disclosure. Such disclosed information which is over 5 years old shall be archived from the website of the Company.

### **Objective**

The objective is to ensure the preservation and availability of the documents of the Company after the expiry of their required regulatory preservation period, which are hosted on the website of the Company.

### **Policy**

1. The events or information disclosed under Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 to the stock exchanges, where shares of the Company are listed, shall be kept on the website of the Company for a period of five years from the date of initial hosting and thereafter retained in the archives of the Company for a period of one year.
2. The Chairman is authorized to make appropriate changes to the above policy as he may deem expedient taking into account the law for the time being in force.
3. This Policy shall be placed on the website of the Company.
4. This Policy is subject to review by the Board of Directors of the Company at least once in two years or at a lesser frequency as the Board may decide.

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