

## ARCHIVAL POLICY

(Effective from: November 05, 2015)

### **1. OBJECTIVE**

1.1. The objective of this policy is to lay down the time frame for archival of documents hosted on the Company's website as per regulatory requirements.

### **2. DOCUMENTS TO BE HOSTED ON WEBSITE**

2.1. The Company shall host on its website, information and documents which are required to be hosted as per the Companies Act, 2013 and Rules framed thereunder, SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015 (the "Regulations") and other applicable laws, rules and regulations.

2.2. The Company shall host the above information and documents on its website for a continuous period of five years from the date of hosting.

### **3. ARCHIVAL OF DOCUMENTS**

3.1. After the hosting period of five years is over, the Company shall archive these information and documents for a period of one year. Thereafter, the information/documents may be deleted permanently after obtaining approval from the Chairman & Managing Director. Provided however, if the size of documents is very large or it becomes expensive to archive certain documents, then such documents may be removed/deleted from archives after taking prior approval of Chairman and Managing Director.

### **4. REVIEW AND AMENDMENT:**

4.1. The Board may monitor, review and amend the Policy from time to time as also whenever necessitated due to amendments any Act, Rules or applicable Regulations.

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