

## **ARCHIVAL POLICY**

### **1. SCOPE**

This Archival Policy (hereinafter referred to as 'the policy') is framed in terms of the Securities and Exchange Board of India (Listing Obligation and Disclosure Requirement) Regulations, 2015. The Company recognizes the need to frame an Archival Policy for proper, sufficient and timely disclosure of relevant documents for the use of all stakeholders.

### **2. ARCHIVAL REQUIREMENTS**

As per Regulation 30 of SEBI (Listing Obligations & Disclosure Requirements) Regulations 2015 (herein after called "the Listing Regulations") the Company is required to disclose on its website all such events or information which is required to be disclosed to the Stock Exchanges pursuant to these regulations. The above said disclosures made to the Stock Exchanges would be hosted on the Company's website for a minimum period of five years from the date of such hosting. The information which are more than five years old will be archived from the website of the Company and shall be maintained by the Company for a period of three years.

### **3. AMENDMENTS**

The Board of Directors are authorized to make alterations to this policy as considered appropriate from time to time, however such alterations shall not be inconsistent with the provisions of Securities and Exchange Board of India (Listing Obligation and Disclosure Requirement) Regulations, 2015.