

## **ARCHIVAL POLICY**

### **OBJECTIVE:**

To comply with the provisions laid down under Regulation 9 and Regulation 30(8) of SEBI Listing Obligations & Disclosure Requirements Regulation, 2015 and the Companies Act 2013

### **WEB ARCHIVAL POLICY**

The Company shall disclose on its website all events or information which has been disclosed to stock exchange(s).

Such disclosures shall be retained on the website of the Company for a minimum period of five years.

At the end of the fifth year the information shall be archived and preserved for a further period of one years.

### **CLASSIFICATION OF DOCUMENTS TO BE PRESERVED / RETAINED**

The Company's physical and electronic documents shall be classified for the purpose of preservation of documents as follows:

- A. Documents whose preservation shall be permanent in nature;
- B. Documents whose preservation period shall not be less than eight years after completion of the relevant transactions;

### **EFFECTIVE DATE:**

The Policy shall be effective from 1st December, 2015.

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