



## **ARCHIVAL POLICY**

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### **1. LEGAL FRAMEWORK**

Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 specifies that every listed entity shall formulate an Archival Policy for disclosures hosted the website of the Company.

The listed entity on its website all such events or information which has been disclosed to the stock exchange(s) under Regulation 30 shall be hosted on the website of the listed entity for a minimum period of five years and thereafter as per the archival policy of Company as disclosed on its website.

### **2. OBJECTIVES OF THE POLICY**

The objective of this Policy is to determine the period for which the material events or information disclosed to Stock Exchange and such disclosures hosted on the website of the Company shall be retained by the Company.

### **3. POLICY**

The Company shall disclose on its website all such events or information, which has been disclosed to stock/exchange(s) and such disclosure shall be hosted on the website of the Company for a minimum period of five years or for such other period, if the period prescribed shall be more than five years by the Listing Regulations and/or other applicable law.

After completion of the minimum period of five years or such other period as prescribed by the Regulations and/or applicable law, the events or information shall be archived by the Company for a further period of two years.

Documents that are no longer required, or have satisfied their required periods of retention, shall be destroyed as per the Company's policy on preservation of documents.

### **4. GENERAL**

The Board of Directors of the Company (including the Audit Committee of the Board of Directors of the Company) may amend the policy from time to time depending upon the requirements of the provisions of the Companies Act, 2013 and as per the Listing Regulations.

Where the terms of this Policy differ from any existing or newly enacted law, rule, regulation, the law, rule, regulation will take precedence over this Policy from the effective date of such law, rule or regulation.

The provisions of the Companies Act, 2013 and the Listing Regulations shall be deemed to have been mutatis mutandis specifically incorporated in this Policy and in

case any of the provision of this Policy is inconsistent with the provisions of Act and/or the Listing Agreement, the provisions of Act and/or the Listing Agreement shall prevail.

For interpretation of this Policy, reference and reliance may be placed upon circulars/clarifications issued by the Ministry of the Corporate Affairs or Securities and Exchange Board of India and/or any other authority.

**5. EFFECTIVE DATE**

The effective date of the policy shall be January 31, 2022.

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