



## **ARCHIVAL POLICY**

### **1. BACKGROUND**

This Archival Policy (hereinafter referred to as 'the policy') is framed in terms of the Regulations of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015.

The purpose of this Policy is to disseminate equal, adequate and timely information to the shareholders through the website of the Company and to enable them to track the performance of the Company over regular intervals of time and provide sufficient information to enable investors to assess the current status of the Company.

### **2. ARCHIVAL POLICY**

The Company shall disclose events and information to the Stock Exchanges in line with the Company's Policy on determination of Materiality of Events and as per the SEBI Regulations, and such disclosures shall be hosted on the website of the Company for a period of 5 years and thereafter the same shall be archived so as to be available for retrieval for a further period of three years by storing the same on suitable media. Thereafter the said information, documents, records may be destroyed as per the policy on preservation of documents.

### **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.

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