

## **Archival Policy**

### **1. Archival Policy for submissions made to Stock Exchanges**

Documents submitted to stock exchanges for dissemination to stakeholders will be retained on the website of the Company for a minimum period of five years or such higher period as may be prescribed by any applicable laws. The Document may thereafter be shifted to the Archive Section of the website, where it shall be retained for a minimum period of three years, after which it may be removed from the website.

Notwithstanding the above, the Management shall have the discretion to host any of such documents on the website of the Company for such additional period as the management may deem fit on a case-to-case basis.

### **2. Archive Policy for other information hosted on the website pursuant to applicable legislations**

All other documents/ information which are hosted on the website of the Company pursuant to any Law/ Regulation/ Guideline as may be applicable to the Company from time to time, shall be retained on the website for such minimum period of time as may be specified under such Law/ Regulation/ Guideline or five years, whichever is more. The Document may thereafter be shifted to the Archive Section of the website, where it shall be retained for a minimum period of three years, after which it may be removed from the website.

Notwithstanding the above, the Management shall have the discretion to host any of such documents on the website of the Company for such additional period as the management may deem fit on a case-to-case basis.

### **3. Archive Policy for other information voluntarily hosted on the website**

All information/ documents hosted on the website of the website of the Company Voluntarily by the management, shall be retained on the website/ Archive section of the for such period of time as may be deemed fit at the absolute discretion of the Management.

(Note: The term Management shall refer to the Managing Director, Whole time Director, CEO, CFO, Company Secretary and Compliance Officer for the time being, if any, severally)