



ARCHIVAL POLICY

I. INTRODUCTION

The Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“new Regulations”) requires listed companies to disclose on its website all such events or information which has been disclosed to stock exchange(s) under Regulation 30 of the new Regulations, and such disclosures shall be hosted on the website of the company for a minimum period of five years and thereafter as per the archival policy of the company, as disclosed on its website.

This Policy is framed in accordance with the new Regulations notified on 2nd September 2015 and other SEBI Circulars as specified in this regard. This policy shall be effective from 1st December 2015 being the date when the Board approved the Policy.

II. SCOPE

This policy covers all events or information which has been disclosed to Stock Exchange(s) under Regulation 30 of the new Regulations.

III. ARCHIVAL POLICY

In line with Company policy on Determination of Materiality of Events and as per the Regulations, the Company shall disclose all such events to the Stock Exchanges 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 one year by storing the same on suitable media. Thereafter the said information’s, documents, records may be destroyed as per the policy on preservation documents.

IV. DISSEMINATION OF POLICY

This Policy shall be hosted on the intra-net and website of the Company.
