

ARCHIVAL POLICY

INTRODUCTION:

As per Regulation 30 of the SEBI (LODR) Regulations, 2015, every equity listed entity is required to make disclosures to Stock Exchange(s) of any events or information which, in the opinion of the board of directors of the listed company, is material and such disclosures shall be hosted on the website of the listed company for a minimum period of 5 years & thereafter as per the Archival Policy of the company as disclosed on its website.

This Policy has been framed keeping in view the requirements of SEBI (LODR) Regulations. This Policy applies to such documents/information hosted and visible to the public on the website of the Company. All disclosures made under Regulation 30 of the LODR by the Company to the Stock Exchange(s), shall be kept on the website of the Company for a period of 5 (five) years and thereafter in the archives (in soft copy form) of the Company for a period of 2 (two) years.

All other disclosures/information shall be kept on the website of the Company for such period as stipulated in the statute, if any, or for such period as decided by the Managing Director, where no minimum period is prescribed in the statute. The aforesaid information shall be maintained in the archives for such period as stipulated in the statute, if any, or as determined by the Managing Director where no minimum period is prescribed in the statute. For determining the period of maintenance on the website and in the archives, the Managing Director shall follow appropriate internal consultation processes.

ARCHIVAL REQUIREMENT:

The disclosures made to stock exchanges would be provided by the Company Secretarial Department for uploading in the website of the Company.

The information provided would be promptly uploaded in the website of the Company and would be hosted in the website for five years period from the date of such hosting under "Corporate Announcement" in Investors Relations section.

Thereafter, the information would be archived under the heading "Past Events/Information" and would be retained in the website for such period as may be decided by the Managing Director.

REVIEW OF THE POLICY:

In case there are any regulatory changes requiring modifications to the Policy, the Policy shall be reviewed and amended with due approval from the Managing Director. However, the amended regulatory requirements will supersede the Policy till the time Policy is suitable amended