

## **RECORDS AND ARCHIVES MANAGEMENT POLICY**

### **PREAMBLE:**

This Policy for archival of disclosures to Stock Exchanges and preservation of documents has been prepared in compliance with Regulation 9 and 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

### **POLICY:**

- A) All disclosures made under Regulation 30 of the SEBI (Listing Regulations and Listing Obligations) Regulations 2015 by the Company to the Stock Exchanges, where equity shares of the Company are listed, shall be kept on the website of the Company for a period of five (5) years and thereafter the information would be archived under the heading "Past Events/Information" and would be retained on the website for such period as may be decided by the Managing Director / Deputy Managing Director.
- B) All documents and records of the Company as categorized hereunder shall be preserved in a manner mentioned in Clause C:
- i. All documents and records to be preserved for a period up to 8 years, after completion of the relevant transactions;
  - ii. All documents and records to be preserved for a period of more than 8 years, after completion of the relevant transactions;
  - iii. All documents and records to be preserved permanently.

The preservation period of any document will be determined on the basis of the respective law applicable to it.

- C) All documents and records maintained in hard form shall be preserved / maintained for the required period at the respective Unit/Corporate Office(s) of the Company unless the applicable law requires it to be maintained at the Registered Office or at any other place, in which case the same shall be kept at such place. The records may also be maintained at the office of the vendor who has been authorised by the Company by way of a contractual liability for maintenance of the same.

All documents and records maintained in soft form shall be preserved / maintained for the required period on the Company's server and / or on the server of the vendor who has been authorised by the Company by way of a contractual liability for maintenance of the same.

### **EFFECTIVE DATE:**

This policy is effective from December 1, 2015.

### **AMENDMENT:**

The Board of Directors of the Company is authorized to make necessary changes to the above policy as and when required. If any change is necessary to be made due to statutory amendments, the same may be made with the approval of the Managing / Dy. Managing Director of the Company and the same shall be placed at the next meeting of the Board of Directors for its information and ratification.

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