



ARCHIVAL POLICY

1. INTRODUCTION

The Securities and Exchange Board of India (SEBI) on 2nd September, 2015 issued the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (hereinafter referred to as the "Regulations") with the aim to consolidate and streamline the provisions of existing listing agreements thereby ensuring better enforceability and bringing the basic framework governing the regime of Listed Entities in line with the Companies Act, 2013 and at the same time compiling all the mandates of varied SEBI Regulations / Circulars governing Equity as well as Debt segments of capital market.

2. ARCHIVAL POLICY

The Policy is in compliance with Regulation 30(8) of the Regulations. This Policy aims to archive the disclosures made to Stock Exchanges under Regulation 30 of the Regulations to be hosted on the website of the Company.

3. EFFECTIVE DATE

This Policy shall come into force and effect from 1st December, 2015.

4. ARCHIVAL PROCESS

The aforesaid information shall be displayed on the website of the Company for a period of five years from the date of its publication. The aforesaid information which is more than five years old will be archived from the website of the Company and shall be maintained by the Company for a further period of three years.

5. ACCESS TO ARCHIVED DOCUMENTS

The Executive Director and Chief Executive Officer, Chief Financial Officer and Company Secretary of the Company shall have access to all archived documents.

6. DISCLOSURE

The Policy shall be disclosed on the website of the Company and the Executive Director and Chief Executive Officer, Chief Financial Officer and Company Secretary of the Company shall be authorized to make necessary disclosures.

7. AMENDMENT TO THE POLICY

The Board of Directors shall alter, amend or modify the clauses of this Policy from time to time in line with the requirement of the SEBI Guidelines or any other rules, regulations etc., which may be amended and applicable from time to time.

Effective 1st December 2015
Reviewed annually