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## **ARCHIVAL POLICY**

### **PREAMBLE**

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

### **POLICY**

Pursuant to the provisions of Regulation 30 of SEBI LODR, the Company shall disclose on its website all such events or information which have been disclosed to stock exchange(s), for a period of 5 years. Thereafter, the same may be archived from the website, with the approval of any one of the Key Managerial Personnel of the Company, appointed under the Companies Act, 2013.

### **MONITORING & REVIEW**

Policy will be periodically monitored and reviewed to ensure its continued relevance to the Company's objectives and activities. Adherence to this Policy and related procedures will be evaluated on an ongoing basis through self-assessment mechanisms and regular reviews. The continuous monitoring ensures that

- No illegal records disposal takes place.
- There is a timely review of procedures to ensure that they, the procedures, are relevant, useful and meet the statutory needs.
- Unauthorized access to records is averted.

### **AMENDMENT**

The Board has the right to amend or modify this Policy in whole or in part, at any time, without assigning any reason whatsoever, subject, however, to the condition that such alterations will be in consonance with the provisions of the Applicable Law.

*Last reviewed by the Board of Directors at its meeting held on 02<sup>nd</sup> November 2023*

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