

ARCHIVAL POLICY

OBJECTIVE:

To comply with the provisions laid down under Regulation 9 and Regulation 30(8) of SEBI Listing Obligations & Disclosure Requirements Regulation, 2015 and the Companies Act 2013

WEB ARCHIVAL POLICY

The Company shall disclose on its website all events or information which has been disclosed to stock exchange(s).

Such disclosures shall be retained on the website of the Company for a minimum period of five years.

At the end of the fifth year the information shall be archived and preserved for a further period of one years.

CLASSIFICATION OF DOCUMENTS TO BE PRESERVED / RETAINED

The Company's physical and electronic documents shall be classified for the purpose of preservation of documents as follows:

- A. Documents whose preservation shall be permanent in nature;
- B. Documents whose preservation period shall not be less than eight years after completion of the relevant transactions;

EFFECTIVE DATE:

The Policy shall be effective from 1st December, 2015.
