



## **ARCHIVAL POLICY FOR ANY MATERIAL EVENT / INFORMATION DISCLOSED TO THE STOCK EXCHANGES**

### **1. Introduction**

The Company has adopted the following Archival Policy with regard to any material events or information which are disclosed to the Stock Exchanges in terms of the Company's Policy for determination of Materiality of any Event and Information.

### **2. Purpose of the Policy**

The purpose of this Policy is to archive any of the material of events or information which are disclosed by the Company to the Stock Exchanges prior to the period of five years in terms of Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015 (Listing Regulations).

### **3. Policy**

Any disclosure of events or information which have been submitted by the Company to the Stock Exchange(s) under Regulation 30 of the Listing Regulations and Policy of the Company (Disclosed Information) will be available on the website of the Company for a period of five years from the date of its disclosure. Disclosed Information which are over five years old will be archived from the website of the Company. Anyone intending to review those Disclosed Information may write to Compliance Officer of the Company.

### **4. Communication of this Policy**

For all new Employees and Directors, a copy of this Policy shall be handed over as a part of the joining documentation, along with other HR related policies. For all existing Employees and Directors, a copy of this Policy shall be handed over within one month of the adoption of this Policy by the Board of Directors of the Company. This Policy shall also be posted on the web-site of the Company.