

## **ARCHIVAL POLICY**

### **Clause 1- Policy Statement**

The Company is committed to establish and maintain information that meets its business needs, accountability requirements and stakeholder expectations.

Through this Archival Policy, the Company aims to have a central archive for historical records with permanent value. The Policy would provide a strong Corporate governance, and is strive to maintain good relationship with the stakeholders.

### **Clause 2- Definition of Record**

A “record” is any recorded or disclosed information or event in any format or medium that has been created by or for the Company, or received by the Company in connection with the transaction of the Company’s affairs and operations.

### **Clause 3- Purpose of the Policy**

In accordance with the SEBI (Listing Obligations and disclosure requirements) Regulations, 2015, the Company is required to maintain the records/ documents in the archive section on the website of the Company which are required to be disclosed on the website of the Company. This Policy emphasizes the importance of preservation of records and disclosures hosted on the website of the Company for historical purposes. The Policy has been framed with an objective of maintenance of the Company’s historical data and records hosted on the website at one place, in known locations for making it accessible to staff, stakeholders of the Company and its prospective investors.

### **Clause 4- Scope of the Policy:**

The Company’s information and disclosures shall remain in public domain at the “Archives” section on the website of the Company or the same shall be available at the Archival link available on the website from the time when the said information and disclosures were hosted on the Company’s website. The records stored in the Archives may be in any format or medium.

### **Clause 5- Scope of Information in Archive**

As per this Archival Policy, every kind of information that is material for the business affairs of the Company or that is mandated to be disclosed on the website as per the provisions of the applicable statues, rules and regulation shall be preserved in the Archives section provided on the website of the Company. Any kind of information which is of significant and enduring value as per the management of the Company shall be made available in the Archive component. The records to be placed in the archives shall be full and accurate.

### **Clause 6- Compliance Officer:**

The Company Secretary of the Company shall be the Compliance Officer of the Company.

**Clause 7- Authority & Responsibility:**

It shall be the responsibility of the Compliance Officer, as designated by the Board of Directors of the Company, to keep on updating the Archive section on the website from time to time, by placing the records therein. The time within which the records will be moved to the Archive section shall be decided by the Compliance officer. The records shall be moved to the Archives only after approval of the Compliance officer.

**Clause 8- Effective date and Policy Enforcement**

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

**Clause 9- Review**

This policy shall be subject to review by the Board as may be deemed necessary and in accordance with any regulatory amendments.

Dated: 06<sup>th</sup> November, 2015

Mr. Shivam Kumar  
Company Secretary