

ARCHIVAL POLICY

BACKGROUND:

The Board of Directors of the Company in their meeting held on January 23, 2018 approved the Policy on Preservation of Documents of the Company (hereinafter referred to as “Policy”).

The Policy has been framed specifically in compliance with the provisions of Regulation 9 and Regulation 30 (8) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Section 94 of the Companies Act, 2013 read with Rule 15 of Companies (Management and Administration) Rules, 2014.

The policy covers the archival mechanism of documents as stipulated in Regulation 30(8) of the Listing Regulations. The said regulation also requires every Listed Company to make available an Archival policy on the website.

Relevant extract of the Company’s Policy on Preservation of Documents is reproduced below:

“PRESERVATION AND ARCHIVAL OF MATERIAL EVENTS:

The Company will ensure dissemination of all such events and information as required under the Fair Disclosure Policy and the Policy for Determination of Material/Price Sensitive Information to the Stock Exchanges and such disclosures shall be hosted on the website of the Company for a period of 5 years and thereafter the same shall be preserved for another period of 5 years on suitable media with the Secretarial Department. Thereafter the said information may be disposed off as per this Policy Document.”