

	<p align="center"><b><u>Policy for Archival of Records under Regulation 30 of the SEBI (Listing Obligation &amp; Disclosure Requirements) Regulations, 2015</u></b></p>	<p><b>Date of issue</b> : November 6, 2015  <b>Effective Date</b>: December 1, 2015  <b>Approved by</b> : Board of Directors  <b>Version</b> : v1</p>
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### **Legislative background**

Regulation 30, Para 8 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 require that every listed company shall disclose on its website all such events or information which has been disclosed to stock exchange(s) under this regulation, and 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.

These regulations will effective from 1<sup>st</sup> December, 2015.

### **Definitions**

**Disclosures:** For the purpose of this policy disclosure shall mean all such events or information which has been disclosed to stock exchange(s) under Regulation 30 “Disclosure of events or information” of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, and hosted on the website of the Company from time to time.

### **Rules**

1. The disclosures shall be hosted on the website of the Company for a minimum period of five years under appropriate heading.
2. On completion of five years from date of disclosure it shall be archived on secured server of the Company for a further period of three years and destroyed thereafter.
3. There shall be a proper system for storage, retrieval, display or printout of the archived records.

This policy was approved by the Board in its meeting held on November 6, 2015.