

WEBSITE ARCHIVAL POLICY

PREAMBLE AND PURPOSE

The Securities and Exchange Board of India, (Listing Obligations and Disclosure Requirements) Regulations, 2015 requires every listed company to frame a Policy and upload the same on its website, laying down the framework for disclosure on information and their archival on the Company's website.

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

The Policy aims at nourishing the transparency, accountability and better relationship with stakeholders.

RATIONALE

This Policy emphasizes on the importance of preservation of the records and disclosures hosted on the website of the Company for making information accessible to the general public for taking well-informed decisions. Both electronic and paper documents that are needed to be disclosed are generally backed by some regulatory requirement and are thus, subject to be handled with due care. Therefore, electronic records must be managed as a part of a comprehensive record keeping program. 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, shareholders of the Company and its prospective investors.

OBJECTIVE OF THE POLICY

Through this Policy, the Company seeks to preserve and manage the information or events posted on its Website in a consistent and logical manner to achieve the below mentioned objectives:

- to meet the legal standards for protection, storage, and retrieval of information or events
- to use the space on the website efficiently; and
- to minimize the cost of record retention;

SCOPE OF INFORMATION IN ARCHIVE

As per this Archive Policy:

- (i) every kind of information which is material for the business affairs of the Company and has been disclosed to the Stock Exchanges shall be hosted on the website of the Company for the minimum period of 5 years from the date of occurrence/happening of an event or transaction;
- (ii) every kind of information which is mandated to be disclosed on the website as per the provisions of any applicable statutes, rules and regulations shall be hosted on the website of the Company for such time period as specified under the applicable statutes, rules and regulations;
- (iii) Thereafter on expiry of the stipulated periods, in the interest of stakeholders at large and on the basis of appraisal process, the Compliance Officer may opt any of the following strategies:
 - (a) extend the time period of hosting of the information on the Company's Website; or
 - (b) dispose off the information if it is of no relevance; or
 - (c) get it stored in the Archive section for future reference, if it is not relevant to host but have long-term retention value.
- (iv) If after the Appraisal process, any document/information is considered to be of value and decided to be kept on the website, such information and disclosures shall remain in public domain at the Archive section on the website of the Company after stipulated period of 5 years from the time when the said information and disclosures are being hosted on the Company's website or such other period as specified by the applicable statutes, whichever is higher.

AUTHORITY & RESPONSIBILITY

It shall be the responsibility of the Webmaster managing the Website of the Company or such other person, 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 authorized person shall submit a statement as to the Records moved in the Archive section of the Website, on half

yearly basis to the company secretary of the Company for placing the same before the Board.

INTERPRETATION

In any circumstance where the terms of this Policy differ from any existing or newly enacted law, rule, regulation or standard governing the Company, the law, rule, regulation or standard will take precedence over this Policy until such time as this Policy is updated to conform to the law, rule, regulation or standard.

REVIEW

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