

## **Policy on Archival of Documents**

### **Archival Procedure**

All disclosures / filings made to stock exchanges pursuant to the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (the “SEBI LODR Regulations”) shall be hosted on the website for a minimum period of five years and thereafter the disclosures shall be archived and stored under the archival folder for a further period of 2 years. Disclosures shall be moved / transferred to archival folder under the respective heads / sub-folders in a way so that these documents can be retrieved easily as and when required by any person. Post the archival period stated herein, the disclosures may be removed from the website of the Company. This shall be applicable to all documents hosted in the website of the Company with effect from 1st December 2015.