



PRESERVATION OF DOCUMENTS POLICY

1. OBJECTIVE

The objective of this Policy is to lay down the time frame for preservation and archival of documents hosted on the Company's website which has been adopted by Board of Directors of the Company.

2. DOCUMENTS TO BE HOSTED ON WEBSITE

The Company shall host on its website, information and documents which are required to be hosted as per the Companies Act, 2013 and Rules framed thereunder, SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015 (the "Regulations") and other applicable laws, Rules and Regulations.

The Company shall host the above information and documents on its website for a continuous period of five years from the date of hosting.

3. ARCHIVAL OF DOCUMENTS

After the hosting period of five years is over, the Company shall archive these information and documents for a further period as would be determined by the Board of Directors from time to time, however ensuring that archived documents are retained at least for a period as per the statutory requirements under the Companies Act, 2013 and Regulations. Thereafter, the information/documents may be deleted permanently after obtaining approval from the Chief Financial Officer or the Company Secretary. Provided however, if the size of documents is very large or it becomes expensive to archive certain documents, then such documents may be removed/deleted from archives after taking prior approval of Chief Financial Officer or the Company Secretary.

4. REVIEW AND AMENDMENT

The Board of Directors will review this Policy and make revisions as may be required.

5. DISCLOSURE OF THE ARCHIVAL POLICY

This Policy shall be uploaded on the Company's website for public information