

S R INDUSTRIES LIMITED

Archival Policy

[Pursuant to Reg. 30(8) and 46 of the SEBI
(Listing Obligations and Disclosure Requirements)
Regulations, 2015]

Archival Policy

Background:

Pursuant to Regulation 30(8) and Regulation 46 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, this Archival Policy (the "Policy") has been formulated to provide guidelines for the archival of records and documents hosted on the Company's website. The purpose of this Policy is to ensure that the Company maintains and preserves all relevant records and documents in accordance with the regulatory requirements, and makes them accessible to stakeholders for a minimum period of five (5) years, and thereafter as per the archival policy of the Company.

Key Objective of the Archival Policy:

Pursuant to Regulation 30(8) of the SEBI Listing Regulations, the Company shall disclose on its website all events or information disclosed to the Stock Exchanges under Regulation 30. The primary objectives of this Archival Policy are:

- (a) Identification and Disclosure: Identify and disclose on the Company's website all required information, documents, and events in a timely and uniform manner.
- (b) Maintenance and Retention: Ensure that all disclosed information remains on the Company's website for a minimum period of five (5) years from the date of disclosure.
- (c) Archival: Transfer disclosed documents, information, and events to the archives folder on the Company's website after completion of the five-year retention period.
- (d) Deletion: Delete documents, information, and events that are required to be displayed on the website for a specific period after the due date, without archiving.
- (e) Continuous Display: Ensure that certain documents, such as Company policies, codes of conduct, and other relevant documents, remain continuously displayed on the website and are not archived.
- (f) Compliance: Ensure compliance with applicable laws, regulations, and statutory requirements, including those related to data retention and archival.

Disclosure and Archival Requirements:

The Company shall upload on its website all required documents, information, disclosures, notices, and policies as stipulated under the SEBI Listing Regulations, the Companies Act, 2013, and the rules framed thereunder, as amended.

The Company's website shall be reviewed at regular intervals to ensure that all necessary disclosures are available and up-to-date.

Disclosure Retention Period:

All required disclosures, unless otherwise specified in the Companies Act, shall be hosted on the Company's website for a minimum period of five (5) years.

Archival Procedure:

After the initial five-year period, the disclosures shall be transferred to archive folders under respective heads/sub-folders, ensuring easy search ability.

Archive Retention Period:

Documents and disclosures in the archive folders shall be retained for an additional period of at least five (5) years, in a manner deemed appropriate by the Company.

Authority and Responsibility:

This website will be maintain by the Company, or such other person designated by the Board of Directors, shall be responsible for:

- a. Updating the Archive section on the website on a regular basis by transferring relevant Records.
- b. Providing a half-yearly statement to the Board of Director, detailing the Records moved to the Archive section, for submission to the Board.
