

# ARCHIVAL POLICY

[Pursuant Regulation 30(8) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015]

## BACKGROUND

The Securities and Exchange Board of India (SEBI), vide its notification dated September 02, 2015 has issued the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015. The Regulation 30(8) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 mandates the Company to formulate an Archival Policy. It is in this context that the Policy on Archival of Documents is being framed and implemented.

## OBJECTIVE OF THE POLICY:

The objective of this Policy is to comply with Regulation 30(8) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

## APPLICABILITY:

This policy applies to all the physical and electronic records generated/ maintained in the course of Company's operation.

## DEFINITIONS

**"BOARD"** means the Board of Directors of **SWASTI VINAYAKA SYNTHETICS LIMITED**.

**"ARCHIVE"** A collection of historical documents or records providing information accumulated over the course of organization's lifetime.

**"ARCHIVES"** It is referred to a repository where the records are kept.

**"COMPANY"** means **SWASTI VINAYAKA SYNTHETICS LIMITED**.

**"POLICY"** means Archival Policy, as amended from time to time.

**"LISTING REGULATIONS"** means the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (including any amendments thereof).

**"STOCK EXCHANGE"** means BSE Limited, where the equity shares of the Company are listed.

## POLICY:

- i. The Company shall disclose on its website **www.swastivinayaka.com** under 'Investor relations' section under the heading "Policies" all such material events or information/ disclosures , which are required to be disclosed to the stock exchange under regulation 30 read with schedule –III of the listing regulations.
- ii. The disclosures made to the stock exchange shall be hosted on the Company's website for a period of five years from the date of initial posting.
- iii. The disclosures shall thereafter be archived under the heading "Archives" and shall be retained on the Company's website for such period as may be decided by the Board of Directors from time to time.

Records should be stored in the conditions that are clean and secure with low risk of damage from fire, water dampness, mould, insect etc. Records in non paper formats requires specialized storage condition and handling process with higher quality storage and preservation for the required period.

## REVISION OF POLICY:

The Board shall review, and if found necessary, may amend this Policy from time to time.

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