

# Kabra Extrusion Technik Limited

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## ARCHIVAL POLICY

### Preamble:

Regulation 30 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ('Listing Regulations') provides that listed entity shall make disclosure of any events or information, which in the opinion of the Board of Directors of the Company is material. Schedule III appended to the said Listing Regulations, enlist the events / information, upon occurrence of which the listed entity shall make disclosure to the Stock Exchange(s).

Regulation 30(8) of the said Regulations provides that disclosure so made to the Stock Exchange(s) shall be hosted on the website of the listed entity for a minimum period of five years and thereafter as per the archival policy of the listed entity, as disclosed on its website.

### Guidelines for archiving the documents / information hosted on Company's website:

#### I. Submissions made to Stock Exchanges:

The Company shall disclose on its website all such events or information which have been disclosed to stock exchange(s), for a period of 5 years;

#### II. Information hosted on the website pursuant to applicable legislations:

All other information / documents which shall be required to be hosted on the website of the Company pursuant to prescribed legal requirements, shall be retained on the website for such minimum period of time as may be specified.

Information at I and II above may be retained under the Archive section of the website, if any, or may be deleted / removed from the website, as the Management may deem fit after specified period.

#### III. Information voluntarily hosted on the website:

All information / documents hosted on the website of the Company voluntarily by the Management, shall be retained on the website or Archive section of the website, if any, for such period as may be deemed fit at the absolute discretion of the Management of the Company.

Notwithstanding the above, the Management shall have the discretion to host any of such documents on the website of the Company for such additional period as the Management may deem fit on a case to case basis.



These guidelines relates to Policy on Disclosure of Information as provided under Regulation 30 of the Listing Regulations.

Provided that nothing contained herein shall be deemed to lead to an exception, except in case of an accidental deletion, or deletion due to any system flaw, virus, or any other deletion, inaccessibility or loss due to any reason other than deliberate and determinate deletion.

**Scope and Limitation:**

In case if there are any regulatory changes requiring modifications to this policy, the same shall be reviewed and amended with the approval of the Board of Directors. However, the amendment in the regulatory requirements shall be binding on the Company and prevail over this Policy even if not incorporated in this Policy.

