

ARCHIVAL POLICY



Pritika Engineering Components Limited

ARCHIVAL POLICY

[for any Material Event or Information disclosed to the Stock Exchanges]

[Pursuant to the Regulations 30(8) and 46 (2) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015]

1. PREFACE

- 1.1. Records and archives form an essential and significant part of the Company's resources. Records are a basic tool of administration. They are the means by which operational processes and functions are performed.
- 1.2. Securities and Exchange Board of India, has vide its Notification dated 2nd September, 2015, introduced the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, with effect from 1st December, 2015, whereby, every issuer or the issuing Company which has previously entered into agreement(s) with a recognised stock exchange to list its securities, shall execute a fresh listing agreement with such stock exchange within six months of the date of notification of these Regulations.

Regulation 30(8) of Chapter IV of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, requires the Company to frame a Policy on website disclosure and archival of such disclosure.

- 1.3. In compliance to the aforesaid Regulations, this Policy is formulated to develop a guideline for archival of such documents, including those which are maintained in electronic form and are disclosed on the website of the Company. In other words, the Policy further encompasses the manner of archival of the documents which have been disclosed on the website of the Company for the time frame prescribed in various Regulations.
- 1.4. The Board of Directors (the "Board") has adopted the following Archival Policy with regard to any material events or information which are disclosed to the Stock Exchanges in terms of the Company's Policy for determination of Materiality of any event and information and shall be effective from the date of applicability of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, viz; 1st December, 2015.

2. PURPOSE OF THE POLICY

The purpose of this Policy is to archive any of the material events or information which are disclosed by the Company to the Stock Exchanges for the period of five years in terms of Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015 (Listing Regulations).

3. POLICY

Any disclosure of events or information which have been submitted by the Company to the Stock Exchange(s) under Regulation 30 of the Listing Regulations and Policy of the Company on Disclosure of events will be available on the website of the Company for a period of five years from the date of its disclosure. Disclosed Information which are over five years old will be archived from the website of the Company. Anyone intending to review those Disclosed Information may write to Compliance Officer of the Company.

4. MANNER OF PUBLIC DISCLOSURE OF RECORDS PUBLISHED ON THE WEBSITE OF THE COMPANY

The documents required to be published on the website of the Company shall be hosted under the Investors section of the Website till the stipulated duration of time as provided under the various laws in force or for such longer time as the Directors of the Company or the Company Secretary so desire.

However, in case of any updation in disclosure of such published record, the older record can be removed from the website of the Company as per the will of the Directors of the Company or the Company Secretary, provided it does not lead to contravention of any law(s) or regulation(s) in force.

5. COMMUNICATION OF THIS POLICY

This Policy shall also be posted on the web-site of the Company.

6. AMENDMENTS IN THE POLICY

- i) The Board shall review and amend this Policy as and when required.
- ii) Any subsequent amendment / modification in the Regulation and /or other applicable laws in this regard shall automatically apply to this Policy.