

## **Adinath Bio-Labs Limited**

### **ARCHIVAL POLICY**

#### **Introduction**

The Securities and Exchange Board of India (“SEBI”), vide its Notification dated September 2, 2015, has issued the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Regulations”). The Regulations come into force from December 1, 2015.

In terms of Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”) the Company is required to frame an Archival Policy.

In this context, Board of Directors [“Board”] of Adinath Bio-Labs Limited [“Company”] have approved the Archival Policy at its meeting held on 29<sup>th</sup> March, 2016. This Policy can be modified and / or amended with the approval of the Board of Director only.

#### **Purpose**

The purpose of this policy is to disseminate equal, adequate and timely information to the shareholders through the website of the Company and to enable them to track the performance of the Company over regular intervals of time and provide sufficient information to enable investors to assess the current status of the Company.

#### **Archival Policy**

The Company shall disclose events and information to the Stock Exchanges in line with the Company’s Policy on determination of Materiality of Events and as per the Regulations, and such disclosures shall be hosted on the website of the Company for a period of 5 years and thereafter the same shall be archived so as to be available for retrieval for a further period of three years by storing the same on suitable media. Thereafter the said information, documents, records may be destroyed as per the policy on preservation of documents.

#### **Interpretation**

In any circumstance where the terms of this policy differ from any existing or newly enacted law, rule, regulation or standard governing the Company, the law, rule, regulation or standard will take precedence over these policies and procedures until such time as this policy is changed to conform to the law, rule, regulation or standard. Any change in the prescribed period of archiving in the Regulations or the other Applicable Laws shall mutatis mutandis apply to the corresponding related Clause of the Policy.