



Astral Poly Technik Limited

Archival Policy

Preamble:

- ❖ The Securities and Exchange Board of India has issued SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”) on September 2, 2015 to be effective from December 1, 2015.
- ❖ Regulation 30 of these Listing Regulations mandated every Listed Company to host all material events or information disclosure to the Stock Exchanges for a minimum period of five years and thereafter as per Archival Policy of the Company.
- ❖ This Policy will be applicable to the Company effective December 1, 2015.

Objective:

- ❖ The main objective of this policy is to ensure that all the documents, disclosures made to the stock exchanges pursuant to the Regulations are hosted on the website and transferred to the Archives folder of the Website of the Company after the completion of five years from the date of disclosure or event.

Policy:

Any material information disclosed to the Stock Exchange pursuant to Regulation 30 of the Listing Regulations shall also be hosted on the website of the Company immediately. The said information shall be retained on the website for a minimum period of five years from the date of disclosure and thereafter the same shall be archived and retained on the website for such period as may be decided by the Managing Director.