

MYSORE PETRO CHEMICALS LIMITED

ARCHIVAL POLICY

Objective

Regulation 30 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 provides for the disclosure of certain information/events to the stock exchanges which further needs to be maintained on the website of the Company for a period of five years and thereafter archived as per the archival policy of the Company. The need is, therefore, felt to devise an Archival Policy (“the Policy”) which shall lay down a framework for the same.

Scope

The Policy aims to retrieve all disclosures which are made to the stock exchanges after it is hosted on the website of the Company for the period referred herein above by specifying the period as laid down hereunder so as to ensure that the information are available even after the same are de-hosted from the Company’s website.

The Board of Directors may amend the Policy at any time suo moto or subject to any further changes in the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015.

6. Definitions

“**Board**” means the Board of Directors of the Company.

“**Policy**” means Archival Policy of the Board.

“**Regulations**” means Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and any amendments thereto.

7. Archival of information

Pursuant to Regulation 30(8) of the Regulations, the Company shall disclose to the stock exchanges all such events/information as required from time to time under the Regulations which events/information shall also be hosted on the website of the Company for a period of 5 years from the date of such disclosure.

The events/information so hosted on the website of the Company shall be archived for a further period of 2 years thereafter.

8. Manner of archival

The responsibility for the archival of the disclosures referred to in Clause 2 above shall vest with the Company Secretary who shall be suitably assisted by the IT Department of the Company, wherever required.

9. Disclosure of the Policy

The Policy shall be disclosed on the website of the Company.

10. Amendment to the Policy

The Policy shall be subject to the review by the Board from time to time in accordance with the changes in the Regulations and any changes to the Policy shall be effective only upon its approval by the Board.

In the event of any conflict between the Policy and the Regulations, the provisions of the Regulations shall prevail to that extent.

11. Enforcement of the Policy

The Policy shall be enforced with effect from the date of its approval by the Board. The Company Secretary shall be authorized to communicate the Policy to all concerned and to ensure the effective implementation thereof.
