



**HARI GOVIND
INTERNATIONAL
LIMITED**

ARCHIVAL POLICY

PREAMBLE AND PURPOSE:

Regulation 30 (8) of Securities and Exchange Board of India, (Listing Obligations and Disclosure Requirements) Regulations, 2015, mandates the listed companies to frame a Policy and upload the same on its website, laying down the framework for disclosure on information and their archival on the Company's website.

HARI GOVIND INTERNATIONAL LIMITED is committed to establish and maintain information that meets its business needs, accountability requirements and stakeholder expectations.

RATIONALE:

This Policy emphasizes on the importance of preservation of the records and disclosures hosted on the website of the Company for making information accessible to the general public for taking well-informed decisions.

OBJECTIVE:

The purpose of this policy is to establish the framework needed for effective preservation of documents and records of the Company required to be maintained under the Listing Regulations, in terms of Regulation 9 and also to archive any of the material of events or information which are disclosed by the Company to the Stock Exchanges prior to the period of five years in terms of Regulation 30.

SCOPE:

As per this Policy:

- (1) every kind of information which is material for the business affairs of the Company and has been disclosed to the Stock Exchanges shall be hosted on the website of the Company for the minimum period of 5 years from the date of occurrence/ happening of an event or transaction;
- (2) every kind of information which is mandated to be disclosed on the website as per the provisions of any applicable statutes, rules and regulations shall be hosted on the website of the Company for such time period as specified under the applicable Statutes, rules and regulations; ..1
- (3) Thereafter on expiry of the stipulated periods, in the interest of stakeholders at large and on the basis of appraisal process, the Compliance Officer may opt any of the following strategies:
 - (a) extend the time period of hosting of the information on the Company's Website; or
 - (b) dispose off the information if it is of no relevance; or
 - (c) get it stored in the Archives section for future reference, if it is not relevant to host but have long-term retention value.

The Company will be at liberty to maintain the listing documents and records as specified above in electronic mode.

The Registrar and Share Transfer Agent shall ensure that the correct procedures are followed for maintenance of the Listing Records required to be maintained by them and provide an annual undertaking to the Company in this regard.

ARCHIVAL POLICY

Any disclosure of events or information which has been submitted by the Company to BSE under Regulation 30 of the Listing Regulations will be available on the website of the Company for a period of 5 years from the date of its disclosure and shall thereafter be archived from the website of the Company for a period of 3 years..

REVIEW:

This policy shall be reviewed from time to time so that the policy remains complaint with applicable legal requirements.

