

SHIRDI INDUSTRIES LTD

Archival Policy

(As approved by the Board of Directors on 02.04.2015)

Recognizing the need to ensure the preservation and availability of the Documents of the Company after their required regulatory preservation period, for any legal, administrative, and historical purposes, the Company adopts the archival policy in respect of Documents which are hosted on the website of the Company

The Policy is based on the principle that information is one of the Company's most valuable assets and must be disseminated in an objective manner.

- The Company shall maintain a functional website containing the basic information about the Company.
- All Documents generated, disclosed or received by the Company, on its website, for the purpose of stakeholders communication, are the properties of the Company and constitute archival material.
- The Company shall, inter-alia, disseminate the information related to business of the Company, on its website, unless otherwise specified
- The Company shall ensure that the contents of the website are correct to the best of the knowledge & believe of management.
- The Company shall update any change in the content of its website from time to time.
- Provided that nothing contained herein shall be deemed to lead to an exception in case of an accidental deletion, or deletion due to any system flaw, virus, or any other deletion, inaccessibility or loss due to any reason other than deliberate and determinatedeletion.
- The Authorised Person, in consultation with the Board, will be responsible for deciding how long archival material is to be retained in and under the direct control of the officer concerned, if the law does not specify any time period. The period shall not be less than 3 years.