



***“DHAMPUR BIO ORGANICS LIMITED”***

***“ARCHIVAL POLICY”***

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### **1. BACKGROUND:**

Regulation 30(1) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 requires that every listed entity shall make disclosures of any events or information which, in opinion of the Board of Directors of the listed entity, is material.

Regulation 30(8) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 requires every listed entity to disclose on its website all such events or information which have been disclosed to the stock exchange(s) pursuant to Regulation 30, and such disclosures shall be hosted on the website of the listed entity for a minimum period of five years and thereafter as per the archival policy of listed entity, and the Archival policy is to be uploaded in the website of the Company.

Regulation 46 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 requires the listed Companies to maintain a functional website containing basic information about the Company and to update the changes, if any within two days from such changes taken place therein.

The Board of Directors (“Board”) of Dhampur Bio Organics Limited (“Company”) has adopted this Policy with regard to maintenance of Company’s website and archival of content made available on Company’s website in accordance with the Regulation 30 & 46 of Listing Regulations.

### **2. SCOPE:**

This Policy is framed to ensure protection, maintenance and archival of the relevant information/disclosures that are placed on the Company’s website and it covers archival of all events or information which have been disclosed to the stock exchange(s) and hosted on the website of the Company.

### **3. DEFINITIONS:**

- ✓ **“ACT”**: means the Companies Act, 2013, Rules framed thereunder and any amendments thereto.
- ✓ **“APPLICABLE LAW”**: means Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 including any amendments thereof.
- ✓ **“ARCHIVED DOCUMENTS”**: means details of events or information as placed or maintained in the archived or historic material events/information folder.

- ✓ **“BOARD”**: means the Board of Directors of the Company.
- ✓ **“COMPANY”**: means “Dhampur Bio Organics Limited”.
- ✓ **“EVENTS OR INFORMATION”**: includes the events or information that are required to disclosed on the website of the Company in terms of Regulation 30 (8) of the SEBI (LODR) Regulations, 2015 and other applicable Laws.
- ✓ **“POLICY OR THIS POLICY”**: means Archival Policy.
- ✓ **“LISTING REGULATIONS OR SEBI (LODR) REGULATIONS, 2015”**: means the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulation, 2015

All other words, terms and expressions used but not defined in this policy, shall have the same meaning as respectively assigned to them in SEBI(Listing Obligations and Disclosure Requirements) Regulations, 2015 or the Companies Act, 2013 or rules and regulations made thereunder, or any statutory modification or re-enactment thereto, as the case may be.

#### **4. OBJECTIVES:**

The Objectives of this policy are:

- ✓ To Identify Information, documents, events, etc. which are required to be disclosed on Company’s website.
- ✓ To ensure that all the information is disclosed at the relevant link and there is unanimity in the same every time.
- ✓ To ensure that all the information, documents, events disclosed on the Company’s website shall remain on the website for the five years from the date of disclosure, unless otherwise specified in the Act or Listing regulations.

#### **5. ARCHIVAL PERIOD:**

##### ***For events or information disclosed under Regulation 30:***

All events or information disclosed under Regulation 30 of the SEBI (LODR) Regulations, 2015 to the Stock Exchanges on which the securities of the Company are listed and hosted on the Company’s website shall be available on the Company’s website **for a period of five years from the date of uploading of the same on the website.**

However, if any event or information requires to be disclosed for longer period due to some appropriate reasons then such event or information may be posted on company's website for longer period.

Thereafter, such events or information shall be archived on the website of the Company for retrieval of such events or information as per the Applicable laws and in any other case, for a further period of three years.

After the expiry of three years, the archived documents/information shall be removed from the website of the Company.

#### ***For disclosure made under the other Applicable Laws:***

All information required to be uploaded on the Company's website in pursuance of any other Applicable Law, shall be hosted on the Company's website for such period as may be prescribed under that Applicable Law.

In case where the concerned law does not prescribed any period for hosting the event or information on the Company's website then required event or information shall be hosted on the Company's website for a maximum period of two years from the date of uploading or till it is relevant.

After the period as in above Para, the events or information will be archived for a minimum period of one year and thereafter the same may be removed from the website.

The archived documents shall be available in archived or historic material Events/information folder located on the website of the Company.

#### **6. PROCEDURE:**

The Company Secretary and Compliance officer of the Company shall arrange such data or information which is required to be uploaded on the website of the Company.

#### **7. INTERPRETATION:**

Terms that have not been defined in this Policy shall have the same meaning assigned to them in the Companies Act, 2013, Securities and Exchange Board of India (Listing Obligation and Disclosure Requirements) Regulations, 2015, and/or any other SEBI Regulation(s) as amended from time to time.

#### **8. AMENDMENTS TO THE POLICY:**

The Policy is to be reviewed by the Board of Directors as and when any changes are to be incorporated in the policy due to change in the Regulations or as may be felt appropriate by the Board. The Board of Directors on its own, can amend this Policy, as and when deemed fit.

In case of any subsequent amendment(s), clarification(s), circular(s) in the provisions of the law or any other regulations (“the Regulations”) which makes any of the provisions in the policy inconsistent with the said Regulations, then such amendment(s), clarification(s), circular(s) etc. would prevail over this Policy and the provisions in the policy shall stand amended accordingly to make it consistent with such amendment(s), clarification(s), circular(s) etc.

#### **9. POLICY REVIEW:**

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

#### **10. DISCLOSURE OF THE POLICY:**

This Policy shall be posted on the website of the Company.

The necessary disclosure, if any, about the policy will also be made as per the requirements of LODR Regulations and Companies Act 2013.

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