



**REDTAPE LIMITED**

**ARCHIVAL POLICY  
FOR  
STOCK EXCHANGE DISCLOSURES HOSTED ON THE WEBSITE**

## **1. BACKGROUND & PURPOSE**

Regulation 30(8) and Regulation 46 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Regulations”) requires all listed companies to host on its corporate website all such events or information which has been disclosed to stock exchange(s) under the Regulation 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 the listed entity, as disclosed on its website. Thus, this policy is made to ensure protection, maintenance and archival of its disclosures, documents and records that are placed on the website.

## **2. ARCHIVAL INFORMATION**

### **A. For events or information disclosed under Regulation 30(8) of Regulations**

All events or information disclosed under Regulation 30 (8) and any other Regulations to the Stock Exchanges on which the Company is listed and hosted on the Company’s website shall be available on the Company’s website for a period of five years or for such period as may be mandated under law from the date of uploading of the same on the website. However, if the disclosure requires a longer storage, the same will be considered appropriately. On a quarterly basis all announcements/ disclosures on the website of the Company would be moved to the archival folder after a period of five years from the date on which such disclosures/ announcements were made. The archived folder would be available for a period of two years.

## **B. For disclosures made under other statutes/legislations**

- i. All information required to be uploaded on the Company's website in pursuance of any other statute / legislation / regulation, shall be hosted on the Company's website, in the form, manner and for such period as may be mandated by that statute / legislation / regulation etc.
- ii. In cases where the concerned statute / legislation / regulation does not prescribe any period, the required data shall be hosted on the website for a minimum period of one year from the date of uploading or more if deemed necessary.

## **C. Removing records from website**

Any information/ form/ return/ document etc disclosed on the Website as per A or B above, may be removed/ deleted from the website after such disclosure period.

## **D. Archiving**

Post the disclosure period, the records removed from the website shall be placed in electronic archives. Depending upon the criticality/ importance of records being removed, the Company may retain those records having long term value in the archives for permanent/ specified period storage and to suitably deal with the records accordingly.

### **3. ACCESS TO ARCHIVED DISCLOSURES**

General Public shall not have access to archived disclosures; only KMPs have that access.

### **4. DISCLOSURE**

This Policy shall be hosted on the Company's website.

### **5. REVIEW /AMENDMENT**

The Chairman and/or Managing Director is authorized to make such alterations to this Policy as considered appropriate, subject, however, to the condition that such alterations shall be in consonance with the provisions of the Companies Act, 2013 and rules made thereunder and the Listing Regulations and amendment thereto as notified by the Securities and Exchange Board of India and/or Stock Exchanges, from time to time. In case any provision(s) of this Policy is contrary to or inconsistent with the provisions of the Companies Act, 2013, rules framed thereunder and Listing Regulations ("Statutory Provisions"), the Statutory Provisions shall prevail.

Further, amendments in the Statutory Provisions shall be applicable even if not incorporated in this Policy.

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