

POLICY ON ARCHIVAL OF DOCUMENTS

I. PREAMBLE

Securities and Exchange Board of India has notified Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Regulations). These regulations require every listed Company to disclose on its website all such events or information which has been disclosed to the Stock Exchange(s) 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 “Policy on Archival of Documents” of the listed entity, as disclosed on its website. It is in this context this “Policy on Archival of Documents” (the Policy) is being framed and implemented.

II. SCOPE

This policy shall govern the disclosure and archival of such documents only which have been disclosed on the website of the Company pursuant to the compliance with the above mentioned Regulations and which are disclosed with stock exchanges. Other documents or information displayed / hosted on the website shall be out of purview of the Policy and can be archived / deleted as per the requirement of the content.

III. PURPOSE OF THE POLICY

The main objective of this policy is to ensure that all the documents, disclosures made to the stock exchanges pursuant to the Regulations are hosted on the website and transferred to the Archives folder of the Website of the Company after the completion of five years from the date of disclosure or event.

M. GUIDELINES

The Company being listed on BSE Limited (“Stock Exchange”), regularly sends various information, financial statements, notices and other disclosures, as required under listing agreement to the Stock Exchange. As required under the Companies Act 2013 (the “Act”) and the Regulations the same are also displayed and hosted on the website of the Company.

Regulation 46 of the Regulations requires the listed Companies to maintain a functional website containing basic information about the Company and other prescribed details.

Regulation 30(8) requires the Listed Companies to disclose on its website all such events or information which has been disclosed to stock exchange(s) under this regulation, and such disclosures shall be hosted on the website of the Company for a minimum period of five years and thereafter as per the archival policy of the Company, as disclosed on its website.

V. ARCHIVAL POLICY

In accordance with the provisions of the aforesaid Regulation, the Company shall ensure that all the information shall be hosted on the website of the Company (www.viksit.in) for a period of five years and thereafter will be archived for a period of one year.

VI. POLICY REVIEW

This policy shall be reviewed from time to time so that the policy remains compliant with applicable legal requirements. The Company Secretary/Managing Director will keep the policy updated as per applicable statutory guidelines.

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