

PRESERVATION OF DOCUMENTS AND ARCHIVAL POLICY

1. Documents and records of the Company required to be maintained under the Listing Regulations are classified in two categories as under: _

Those which are required to be preserved permanently, and those for a period of 8 years.

2. The Listing Documents and records in physical form shall be under the custody of the Company Secretary.
3. The Registrar and Share Transfer Agents to ensure correct procedures in accordance with Listing requirement.
4. All the Disclosures made to the Stock Exchanges and SEBI are being disclosed on the website of the Company from time to time and which will be available there for a period of five years, and thereafter for 3 years in electronic mode.