

## **ARCHIVAL POLICY**

### **Purpose:**

The Company is required to disclose on its website all such events or information which has been disclosed to stock exchange(s) under Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, and such disclosures shall be hosted on the website of the listed entity for a minimum period of five years and thereafter as per this policy.

The purpose of this policy is to state the guidelines for Archival of data available on the website of Pudumjee Paper Products Limited ("PPPL").

### **Legal Framework:**

This Policy has been prepared pursuant to Regulation 30 (8) of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, which mandates the listed companies to frame a Policy and upload the same on its website, laying down the framework for disclosure on information and their archival on the Company's website.

### **Definitions:**

- (i) "Act" means the Companies Act, 2013 and includes the applicable Rules and Regulations framed thereunder.
- (ii) "SEBI Act" means the Securities and Exchange Board of India Act, 1992 (15 of 1992) or any statutory modification or re-enactment thereof and includes any rules, regulations and guidelines framed thereunder.
- (iii) "Regulations" means the Securities Exchange Board of India (Listing Obligation and Disclosure Requirements) Regulation, 2015.
- (iv) "Board of Directors" or "Board" shall means the Board of Directors of the Company.
- (v) "Company" means PUDUMJEE PAPER PRODUCTS LIMITED.

- (vi) “Archival” is the process of moving data that is no longer actively used to a separate storage device for long-term retention. Archive data consist of older data that is still important to the organization and may be needed for future reference , as well as data that must be retained for regulatory compliance.
- (vii) “Data” includes all the documents, disclosures, intimations which are required to be hosted on the website of the Company pursuant to SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.
- (viii) “Website” means [www.pudumjee.com](http://www.pudumjee.com) or any modification(s) thereof.

**Archival Process:**

All the data / disclosures hosted on the website of the Company pursuant to Act, Regulations as the case may be shall be available for the period of five years. Thereafter the same shall be available in the Archived Folder of the Company’s website for a period of three years. After the expiry of three years, the archived disclosures / announcements shall be removed from the website of the Company. Archival process shall be reviewed periodically. The Chairman of the Company is authorized to make appropriate changes to the above policies as he may be consider necessary taking into account the law for the time being in force.