



# SATIA INDUSTRIES LIMITED

## ARCHIVAL POLICY

### **PREAMBLE**

Satia Industries Limited (“Company”) is governed by the Companies Act, 2013 (“The Act”), the Rules and Regulations framed thereunder by Ministry of Corporate Affairs (“MCA”) and Securities and Exchange Board of India (“SEBI”) LODR Regulations, 2015 (“LODR Regulations”). The LODR Regulations require every listed Company to give various disclosures of corporate actions, events, documents etc. on the website of the Company. These disclosures made on the website can be archived as per the Policy.

### **SCOPE**

This policy shall govern the archival of such contents only which have been disclosed on the website of the Company pursuant to the compliance with the abovementioned Regulations and which are disclosed with stock exchanges. Other contents 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.

### **OBJECTIVES 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 shall be archived upon removal of the same from the website as per Regulatory requirement

The major objectives of the policy are:

- Ensure that all the information, documents, events disclosed on the website of the Company, unless otherwise specified in the Act, shall remain on the website for the five years from the date of disclosure. After completion of five years of disclosure of the respective documents, the same shall be archived upon removal of the same from the website as per Regulatory requirement.
- Documents which are required to be hosted on the website for a particular period, shall be deleted after the due date, therefore, it shall not be saved to archives folder.
- Certain documents like Policies, Codes of Conduct and other documents which are required to be continuously displayed on the website, shall not be archived.



## **REGULATORY REQUIREMENT**

The Company being listed on NSE & BSE, regularly sends various information, financial statements, notices and other disclosures, as required under LODR Regulations to Stock Exchanges where the securities of the Company are listed. As required under the Act and the Securities and Exchange Board of India (Listing Obligation and Disclosure Requirements) Regulations, 2015 the same are also displayed and hosted on the website of the Company.

Regulation 46 of LODR Regulations requires the listed Companies to maintain a functional website containing basic information about the Company and to update the same within two working days of any change taking place therein. 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.

## **POLICY**

The required documents, information, disclosures, notices, policies as provided under the Regulations and the Act, which are required to be disclosed on the website shall be uploaded on the Website of the Company. The website of the Company shall be reviewed on regular intervals for ensuring that all the abovementioned disclosures are available on the website of the Company as required. These disclosures, unless otherwise mentioned in the Act itself, shall be hosted on the website for the period of five years and shall be archived upon removal of the same from the website as per Regulatory requirement in a way so that these can be searched easily as and when required by any person.

## **LIMITATION AND AMENDMENT**

In the event of any conflict between the provisions of this Policy and of the LODR Regulations or of the Act or any other statutory enactments, Rules, the provisions of LODR Regulations or such Act or statutory enactments, Rules shall prevail over this Policy. Any subsequent amendment / modification in the LODR Regulations, Act, Rules and/or applicable laws in this regard shall automatically apply to this Policy.