



## **NILACHAL REFRAC TORIES LIMITED**

**CIN: L26939OR1977PLC000735**

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### **POLICY FOR ARCHIVAL OF DOCUMENTS**

#### **1.0 PREAMBLE**

Regulation 30(8) of The Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 requires listed companies to disclose on its website all such events or information that have been disclosed to the Stock Exchange(s) under this Regulation, Such disclosures are required to be also hosted on the website of the listed entity for a minimum period of five years. Continuation of disclosures must be as per the Archival Policy of the listed entity, as disclosed on its website.

#### **2.0 OBJECTIVE**

2.1 The Board of Directors of Nilachal Refractories Limited (the “**Company**”) has adopted this policy (“**the Policy**”) for the archival of documents of the Company in accordance with, and to comply with the provisions of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“**Listing Regulations**”).

2.2 This Policy shall be effective from 1st December, 2015, when the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 became effective.

#### **3.0 ARCHIVING OF DOCUMENTS HOSTED ON THE COMPANY'S WEBSITE**

3.1 Archived data consists of old data that may be needed for future reference as well as documents / information that must be retained for regulatory compliance.

3.2 The Policy applies to such documents/ information hosted on the Company’s website, hosting Investor-related data that requires archiving for statutory purposes. The Documents/ information shall be hosted on the Website for a minimum period of five (5) years from the date of each such disclosure (“**Mandatory Hosting Period**”).

3.3 Beyond the Mandatory Hosting Period, the Disclosed Information shall be archived for such other additional period as may be required considering the requirement of various statutes and other legal and administrative aspects (the “**Archival Period**”).

#### **4.0 INTERPRETATION**

In case of any conflict between the provisions of this Policy and of statutory provisions, the statutory provisions shall prevail. Any subsequent amendment/ modification in the statutory provisions shall automatically apply to this Policy. In case of any clarification required with respect to this Policy, please contact the Company Secretary of the Company.

#### **5.0 DISSEMINATION OF POLICY**

This Policy shall be disclosed on [www.nilachal.in](http://www.nilachal.in), the website of the Company.

#### **6.0 REVIEW and AMENDMENT**

This Policy shall be reviewed periodically and may be amended by the Company Secretary.