

“श्री जी”



National General Industries Ltd.

An ISO 9001 : 2015 Certified Company

CIN No. : L74899DL1987PLC026617

Archival Policy

1. Background

This policy is formulated to establish a framework needed for effective records management in pursuance of Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015.

The particulars of events/information disclosed to the Stock Exchange under Regulation 30(8) would also remain available on the website of company for a minimum period as specified under Regulation 30(8) or such longer period as per discretion of the Board of Directors and the same may be discarded after the expiry of such period, as & when deemed fit by Compliance Officer.

In view of the above, the Company has framed this Archival Policy to determine the period for which the information required by the Company to be disclosed on its website, will be hosted on the website and the period for which it will be archived thereafter.

2. Scope of the Policy

This Policy provides a framework for ensuring that information relating to the Company is adequately disclosed on its website as required by law and archived for a specified period as per clause 4, to facilitate retrieval, if required.

3. Responsibility

All acts relating to archival of documents, information and events, maintaining the integrity of this policy will be the responsibility of the Key Managerial Personnel (KMPs).

4. Archival period

4.1 For events or information disclosed under Regulation 30

- All events or information disclosed under Regulation 30 of Listing Regulations, to the Stock Exchanges on which the Company is listed and hosted on the Company's website shall be available on the Company's website for a period of five years from the date of uploading of the same on the website.
- However, based on feedback over a period of time, if the disclosure requires a longer storage, the same will be considered appropriately.

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4.2 For disclosures made under other statutes/legislations

- All information required to be uploaded on the Company's website in pursuance of any other statute / legislation / regulation, shall be hosted on the Company's website for such period as many be mandated by that statute / legislation / regulation.
- In cases where the concerned statute / legislation / regulation does not prescribe any period, the required data shall be hosted on the website for a maximum period of two years from the date of uploading or till it is relevant
- After a period as above in clause 4.2.2 has elapsed since the date of uploading of the information on the Company's website, the same may be removed from the website.

5. Revision of policy

This Policy may be reviewed and amended by the management, as and when deemed necessary.

6. Limitation and Amendment

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