

# GRETEX INDUSTRIES LIMITED

## POLICY ON ARCHIVAL OF DOCUMENTS

### 1. Background

The Securities and Exchange Board of India (“SEBI”), vide its Notification dated September 2, 2015 has issued the SEBI (Listing Obligation And Disclosure Requirements) Regulations, 2015 (“Regulations”). The Regulations come into force from December 1, 2015. The Regulations mandate listed entities to formulate an archival policy. It is in this context that policy on Archival of Documents (“Policy”) is being framed and implemented.

### 2. Objective of the Policy

The Objective of this Policy is to comply with Regulation 30(8) of the SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015, as mentioned below:

“The Listed entity shall 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 listed entity for a minimum period of five years and thereafter as per the archival policy of the listed entity, as disclosed on its website.”

### 3. Archival Policy

In line with the policy of the Company on Determination of Materiality of Events and as per the Regulations, the Company shall disclose all such events or informations which are required to be disclosed to the stock exchanges in terms of Regulation 30 of the Regulations read with Part A of Schedule III and such disclosures shall be hosted on the website of the Company for a period of 5 years from the date of initial posting and thereafter the same shall be archived so as to be available for retrieval for a further period of one year by storing the same on a suitable media

### 4. Amendment

The Board or any committee of the Board or any person, as may be authorised shall have the power to amend any of the provisions of the Policy, substitute any of the provisions with a new provision or replace the Policy entirely with a new Policy.

GRETEX INDUSTRIES LIMITED

Arvind Hazarela

Director