

HIMADRI CREDIT & FINANCE LIMITED

POLICY ON ARCHIVAL OF DOCUMENTS

Pursuant to Regulation 30(8) of SEBI (LODR) Regulations 2015

w.e.f. 1st December 2015

POLICY ON ARCHIVAL OF DOCUMENTS

1. Background

Whereas; Regulations 30(8) of the SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015, hereinafter referred as Listing Regulations, has come into force from December 1, 2015. The Regulation has mandated listed entities to formulate an archival policy. It is in this context that the Policy on Archival of Documents ("Policy") is being framed and implemented.

2. Objectives of the Policy

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

- a) Identification of information, documents, events, etc. which are required to be disclosed on the Website of the Company;
- b) To prescribe the policy for archival of disclosures of various events/information made by the Company to the stock exchanges(s) under the Listing Regulations and hosted on the Website of the Company, and which are eventually archived and transferred to the Archives Folder of the Website of the Company after the prescribed period of 5 (Five) years from the date of disclosure of the respective events/information; and
- c) Certain document like policies, codes of conduct and other documents which are required to be continuously displayed on the Website in accordance with the applicable provisions of the Act and the Listing Regulations, shall not be archive.

3. Archival Policy

In accordance with the provisions of the aforesaid Regulation, the Company shall ensure that all the information shall be hosted on the Company's website i.e., www.himadricredit.in/ for a period of 5 years and thereafter shall be moved and placed under the 'Archives Folder' for any future reference.

4. Revision of the Policy

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

5. Effective Date

The Policy, as approved by the Board of Directors, shall be effective December 1, 2015.

Date: December 1, 2015
