

## ARCHIVAL POLICY

### FOR DISCLOSURES PURSUANT TO REGULATION 30 OF THE SEBI (LISTING OBLIGATIONS AND DISCLOSURE REQUIREMENTS) REGULATIONS, 2015

#### INTRODUCTION

The Securities and Exchange Board of India has notified the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015. These regulations mandate every listed entity to disclose on its website all such events or information which has been disclosed to the Stock Exchange(s) 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.

#### SCOPE

This policy shall govern the disclosure and archival of such contents only which have been disclosed on the website of the Company pursuant to 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.

#### OBJECTIVE

The objective of this policy is to prescribe a policy for archival disclosures of events or information which has been disclosed to the stock exchange(s) under Regulation 30 of the Listing Regulations, 2015 and hosted on the website of the Company.

#### APPLICABILITY AND EFFECTIVE DATE

The Policy shall come into force with effect from the date of listing of the equity shares of the Company on the stock exchange.

#### DEFINITIONS

“**Act**” shall mean the Companies Act, 2013 and the rules framed thereunder, including any modifications, clarifications, circulars or re-enactment thereof.

“**Board of Directors**” or “**the Board**” means the Board of Directors of Vyara Tiles Limited, as constituted from time to time.

“**Listing Regulations**” means the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015.

“**Policy**” means the Archival Policy of the Company.

“**Material Events**” means events as specified in Schedule III to the Listing Regulations from time to time upon occurrence of which the Company shall make disclosures to stock exchange as per the ‘Policy for Determination of Materiality of Event/Information’ of the Company.

“**Stock Exchange**” means the BSE Limited and any other exchange where shares of the Company are admitted for listing.

Any other term not defined herein shall have the same meaning as defined in the Act, Listing Regulations or any other applicable law or regulation to the extent applicable to the Company.

### **ARCHIVING OF DOCUMENTS WHICH ARE HOSTED ON COMPANY’S WEBSITE**

- (a) All Documents generated, disclosed by the Company, on its website, for the purpose of shareholder communication, are the properties of the Company including archival material.
- (b) Archival material of the Company shall not be destroyed without the approval of the head of the department to which such archival material belongs. However, this does not apply to accidental deletions, system errors, viruses, or any other unintentional data loss.
- (c) Archival material selected for preservation shall be sent to the Company for archives in consultation with the head of the department concerned, which thereafter may be removed as per the schedule provided herein.

### **ARCHIVAL REQUIREMENT**

- (a) The disclosures made to stock exchange under regulation 30 would be uploaded on the website of the Company.
- (b) The disclosure of material events shall be hosted on the Company’s website for a minimum period of 5 (five) years from the date of posting.
- (c) Thereafter, the information would be archived under the heading “Past Events/ Information” and would be retained on the website for a period of 3 (three) years. In case a Document/Information is to be archived for a longer period as per applicable law, then the document/information will be archived for the period as prescribed under that law.

### **PROCEDURE**

The Company Secretary of the Company shall arrange for uploading on the website of the Company all the disclosures made by the Company in pursuance to Regulation 30 of the Listing regulations as soon as possible.

All such events or information so disclosed on the website of the Company in pursuance to Regulation 30 of the Listing Regulations, 2015 shall be archived after the expiry of the five years from the date of such posting and moved to the location or place under “Past Events/ Information” for a further period of 3 (three years).

In addition to maintaining the records on the website, the Company shall also maintain the physical copies of such disclosure made to the stock exchanges(s) which shall be preserved for the period as per the Company’s Policy on Preservation of Documents.

### AMENDMENT AND REVIEW OF THE POLICY

In case there are any regulatory changes requiring modifications to the policy, the same shall be reviewed and amended with the approval of the Board of Directors. However, the amendments to the regulatory requirements shall be binding even if not incorporated in this Policy.

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