



## ARCHIVAL POLICY

### ▣ BACKGROUND

The Securities market regulator- Securities and Exchange Board of India (SEBI) vide its notification issued on 2<sup>nd</sup> September, 2015 has repealed the clauses under Listing Agreement entered into by the Companies with the Stock Exchange(s) and has put in place, Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (hereinafter referred as “Listing Regulations”) to come into force from the 90<sup>th</sup> day from the date of publication in the Official Gazette (i.e. from 1<sup>st</sup> December, 2015).

### ▣ OBJECTIVE

In terms of Regulation 30(8) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (the ‘Regulations’), a listed entity is required to host on the website maintained by the entity, all the material events/ information as disclosed to the stock exchange(s) for a period of five years and thereafter in terms of the archival policy of such entity as disclosed on the website.

The purpose of this Policy is to determine the period of record keeping and preservation of the physical as well as electronic records of the Company. The Board of Directors (“the Board”) of **Sagar Productions Limited** (“the Company”) has adopted the following Archival Policy (“the Policy”) for ensuring compliances with the Provisions under Regulation 30(8) of the Listing Regulations.

### ▣ DEFINITIONS

“**Company**” means **Sagar Productions Limited**.

“**Policy**” means this Policy, as amended from time to time.

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

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

“**Material Events**” means events as specified in Schedule III to the Listing Regulations and upon the occurrence of which a listed entity shall make disclosures to stock exchange(s) and host such disclosures on the listed entity’s website.

“**Applicable Law**” means any law, rules, circulars, guidelines or standards under which disclosure of Events or Information on the website has been prescribed.

**❏ POLICY**

- i. The Company shall disclose on its website under “**Investor Information**” section all such events or information (“disclosures”) which are required to be disclosed to the stock exchanges under Regulation 30 read with Schedule III of the Listing Regulations.
- ii. The disclosures made to the stock exchanges shall be hosted on the Company’s website for a period of five years from the date of initial posting.
- iii. The contents with respect to Events or Information as disclosed under Regulation 30(8) of the Regulations would be moved to the archived folder after a period of 5 years from the date on which such disclosures/ announcements were made.
- iv. The archived documents will be available in the archived folder on the website of the Company for a period of three years. After the expiry of three years, the archived disclosures/ announcements shall be removed from the website of the Company.
- v. The Board is authorized to make such alterations to this Policy as considered appropriate, subject, however, to the condition that such alterations shall be in consonance with the provisions of the Acts and Regulations.

**❏ REVIEW & AMENDMENT**

The Policy shall be reviewed as and when required to ensure that it meets the objectives of the relevant regulation and remains effective. The Board of Directors has the right to change/amend the policy at any time at its discretion and the new policy shall be displayed to the stakeholders on the website of the Company.

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Approved by the Board in its Meeting No. 04/2015-16 held on 12<sup>th</sup> February 2016.

Duly Authenticated on

(Mr. Kalakad Sathi)

Chairman & Whole-time Director