

## MANUGRAPH INDIA LIMITED

### ARCHIVAL POLICY

#### 1. Preamble

Regulation 30 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 stipulates that the Company shall disclose all events that has been disclosed to the Stock Exchange on the website of the Company for a minimum period of 5 years and thereafter shall be archived as per the Archival Policy framed by the Company.

#### 2. Objective of the Policy

This policy is framed to ensure compliance with the above Listing Regulation. This policy lays down the tenure of availability of documents on the website of the Company.

#### 3. Scope

All documents submitted to the Stock Exchange shall be posted on the website maintained by the Company for a period of 5 years.

After a period of completion of 5 years from the date of the document, such documents shall be archived by the Company.

The documents which are required to be preserved permanently under the Companies Act, 2013, Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, Income Tax Act or any other statutes shall be preserved permanently and wherever possible; such documents shall be maintained electronically.

Further, the documents will be preserved for a minimum period of eight years after completion of relevant transactions.

#### 4. Process

After the expiry period of 5 years, the documents selected for preservation shall be sent to the Company Archives maintained with the Information Technology Department. Proper and periodical back up to be taken on the Company Servers, either maintained at the Corporate Office or at the factory or both.