

## **ARCHIVAL POLICY**

### **Introduction**

The Securities Exchange Board of India, on 2<sup>nd</sup> September, 2015, has come out with the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Regulations, 2015). By virtue of the said Regulations, 2015, Eximpo Tea Limited (the “Company”) has framed this archival policy which has been adopted by the Board of Directors of the Company.

### **Archival Requirements**

As per Regulation 30 of SEBI (Listing Obligations & Disclosure Requirements) Regulations 2015 (herein after called “the Listing Regulations”) the Company is required to disclose on its website all such events or information which is to be disclosed to the Stock Exchanges pursuant to these regulations.

The above said disclosures made to the Stock Exchanges would be hosted on the Company’s website for a minimum period of five years from the date of such hosting. The information which are more than five years old will be archived from the website of the Company and shall be maintained by the Company for a period of three years.

### **Authority to make alterations or Review the Policy**

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.