

GARWARE HI-TECH FILMS LIMITED

Archival Policy

INTRODUCTION

In terms of Regulation 30(8) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”), the listed entity shall formulate Archival Policy in respect of disclosures made on Company’s website of all such events or information disclosed to the Stock Exchanges and archival of such disclosures.

OBJECTIVES

To develop a guideline for archival of documents maintained in electronic form and are disclosed on the website of the Company.

The Policy encompasses the period of archival of the documents which have been disclosed on the website of the Company, in terms of the Regulation 30(8) of the Listing Regulations.

SCOPE AND APPLICABILITY

The Policy applies to such documents/ information hosted and visible to the public on the website of M/s Garware Hi-Tech Films Limited (hereinafter mentioned as Company) i.e. <https://www.garwarehitechfilms.com/>, hosting Investor-related data which needs to be archived for statutory purposes, in terms of the Listing Regulations.

Archived data consists of older data that may be needed for future reference as well as documents / information that must be retained for regulatory compliance.

EFFECTIVE DATE

The Policy is effective from the date of approval.

DOCUMENTS/ INFORMATION WHICH SHALL BE ARCHIVED

Financial Data:

The Investor’s web pages provide access to financial documents/information for existing and potential stakeholders which are regulatory in nature, including annual reports and financial results etc.

Press Releases/Corporate Announcements:

The Company’s website provides information/ data which is relevant to the media, researchers or investors who seek information on the growth of the company and significant events of the past. This shall also include events or transactions or information which are disclosed by the Company to the Stock Exchanges in terms of Regulation 30 of the SEBI (Listing obligations and Disclosure Requirements) Regulations, 2015.

PRESERVATION PERIOD

The aforesaid information shall be displayed on the website of the Company for a period of five years from the date of its publication.

The aforesaid information which is more than five years old from the date of its publication will be archived from the website of the Company and shall be maintained by the Company for a further period of two years using appropriate technology.

These archives shall be made available on a written request made to the Company Secretary, the Compliance Officer of the Company.

REVIEW & AMENDMENT

The Chairman & Managing Director / Executive Director is authorized to make appropriate changes to the above Policy as they may deem expedient taking into account the law for the time being in force.