SUNKIND INDIA LIMITED

POLICY ON ARCHIVAL OF DOCUMENTS

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1. INTRODUCTION

1.1 Documents and Records in whatever form is an essential and significant part of the Company's resources. Documents and Records are a basic tool of administration. They are the means by which operational processes and functions are performed.

1.2 In terms of the provisions of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ["**SEBI Listing Regulations**"], all the listed companies are required to formulate a policy on archival of documents. This policy is intended to ensure compliance particularly with the Listing Regulations.

2. OBJECTIVES

2.1 The purpose of this Policy is to govern the disclosure and archival of such information/ contents only that have been disclosed on the website of the Company pursuant to the compliance with the SEBI Listing Regulations and which are disclosed to the Stock Exchange.

2.2 All Corporate Information and records of the Company are crucial for the business continuity and have to be preserved and retained as per the governing Policy of the Company. Further, the Policy aims to disseminate equal, adequate and timely information to the shareholders through the website of the Company and to enable them to track the performance of the Company at regular intervals.

3. **ARCHIVAL PROCESS FOR THE DOCUMENTS:**

3.1 The event / information disclosed to the stock exchanges shall also be placed on the website of the Company for a minimum period of five years or for such other period, as may be prescribed from time to-time under the SEBI Listing Regulations or any other applicable laws.

3.2 After completion of the minimum period of five years or such other period as prescribed by the SEBI Listing Regulations or other applicable laws, the events or information shall be archived by the Company. Thereafter, such events or information may cease to be displayed on the website of the Company.

3.3 However, for any disclosure of event which is the subject matter of any ongoing litigation and/or required to be preserved in terms of applicable provisions of Law/Statute, such disclosure shall continue to remain on the website of the Company irrespective of its duration thereat.

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4. **MONITORING AND EVALUATION OF THE POLICY:**

4.1 The Board can amend this Policy, as and when deemed fit. Any or all provisions of this Policy would be subject to revision / amendment in accordance with the Rules, Regulations, Notifications etc. on the subject as may be issued by relevant statutory authorities, from time to time. In case of any amendment(s), clarification(s), circular(s) etc. issued by the relevant authorities are not consistent with the provisions laid down under this Policy, then such amendment(s), clarification(s), circular(s) etc. shall prevail upon the provisions hereunder and this Policy shall stand amended accordingly from the effective date as laid down under such amendment(s), clarification(s), circular(s) etc.

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