

GRAUER & WEIL (INDIA) LIMITED

ARCHIVAL & PRESERVATION OF DOCUMENTS POLICY

PREAMBLE:

The Policy has been prepared in compliance with Regulation 9 and 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Regulation) for preservation of documents, records, registers, writings etc.

POLICY:

- A) All disclosures required to be made by the Company on the website of the Company under Companies Act, 2013, SEBI (Listing Regulations and Listing Obligations) Regulations 2015 or any other laws, rules, regulations etc. for the time being in force shall be kept on the website of the Company for a minimum period of five (5) years.
- B) All documents and records of the Company required to be maintained / preserved in hard form shall be preserved / maintained for the required period at respective branch / unit / corporate office unless it is specifically required to be maintained at Registered office.
- C) All documents and records maintained in soft form shall be preserved / maintained for the required period on the Company's server.
- D) The Documents, records, registers, writings etc. shall be preserved for such period as required under the law applicable to it for the time being.

However following documents shall be preserved permanently viz. Shareholding patterns, financial results, annual reports, voting results of shareholders, yearly Promoters disclosure of shareholding etc.

All other documents required to be maintained under Companies Act, 2013, SEBI (LODR) Regulation, 2015, SEBI (SAST) Regulations, 2011, SEBI Insider Trading Regulations, SEBI (Depositories and Participants) Regulations and under all other regulations of the SEBI shall be preserved for the maximum period of 8 years.

AMENDMENT:

Any amendments required to be made in the policy due to statutory amendment or for the compliance of any other legal requirements, the same may be done with the approval of Chairman / Managing Director / CEO of the Company and no specific Board Approval is required.