

## **SHYAM CENTURY FERROUS LIMITED**

### **ARCHIVAL POLICY**

The Archival Policy has been developed in order to compliance with the requirements of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015. Purpose is to recognize information and documents those are valuable to the Company and their preservation period.

Requirements :

- (1) The Company is maintaining a functional web site containing basis information about the Company and the web site is updated from time to time.
- (2) Information/documents published/displayed in the web site are properties of the Company.
- (3) The Company shall inter alia disseminate following information on its website :
  - (i) Details of the business of the Company and address;
  - (ii) Terms and conditions of appointment of Independent Directors
  - (iii) Details of Board of Directors;
  - (iv) Various Committees formed by the Company;
  - (v) Code of Conduct of Board of Directors and Senior Management personnel;
  - (vi) Whistle Blower Policy;
  - (vii) Remuneration Policy;
  - (viii) CSR Policy;
  - (ix) Policy for determining 'material subsidiary';
  - (x) Policy on Preservation of documents;

- (xi) Archival Policy;
- (xii) Board familiarization policy;
- (xiii) Policy on determination of materiality of events/information;
- (xiv) Contact address for grievance redressal;
- (xv) Details of Registrars and Share Transfer Agent;
- (xvi) Prevention of Insider Trading policy;
- (xvii) New name and the old name of the Company (if any) for a continuous period of one year, from the date of last name change;
- (xviii) Quarterly shareholding pattern;
- (xix) Notice of meeting of the Board of Directors where financial results shall be discussed;
- (xx) Financial results on conclusion of the meeting of the Board of Directors where financial results were approved;
- (xxi) Complete copy of Annual Reports including balance sheet, profit and loss account, directors report, corporate governance report etc., will be available for a period of 5 years. Thereafter the information will be stored for an additional period of 3 years. Consequent to completion of additional period, the information will be removed from the web site at the discretion of the management ;
- (xxii) Shareholding pattern and Annual Reports will be kept for 5 years thereafter will be stored for an additional period of 3 years. Consequent to completion of such additional period the information will be removed from the web site at the discretion of the management.
- (xxiii) Details of agreements entered into with the media companies and/or their associates etc.,

(xxiv) Company shall disclose on its web site all the investor's presentation and corporate announcement made to the Stock Exchanges. Such information will be stored for a period of 5 years and thereafter the information shall be stored for an additional period of 3 years. Consequent to completion of such additional period, the information will be removed from the web site at the discretion of the management.

(4) Other obligations of the Company :

- (i) The Company will ensure that contents of the web site are correct.
- (ii) The Company shall update the web site within 2 (two) working days of such change.
- (iii) Archival material should not be destroyed without approval of the authorized person.
- (iv) Nothing contained herein shall be deemed to lead to an exception in case of an accidental deletion, or deletion due to any system flaw, virus, technical issue or any other deletion, inaccessibility or loss due to any reason other than deliberate and determinate deletion.
- (v) The management is responsible for deciding how long archival material is to be retained, if the concerned law does not specify any time frame, the retention period shall be 3 years or such time as the management may determine.
- (vi) Management is authorized to change the policy as and when required.