



RDB RASAYANS LIMITED

Archival Policy

1. Preamble and Purpose

The Securities and Exchange Board of India, on 2nd September 2015, has come out with the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015. Regulation 30(8) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 mandates the listed companies to disclose on its website all such events or information which has been disclosed to the stock exchanges(s) under this Regulation, and such disclosures shall be hosted on the website of the listed entity for a minimum period of five years and thereafter as per the archival policy of the listed entity, as disclosed on its website. By virtue of the said Regulations, 2015, RDB Rasayans Limited (the "Company") recognizes the need to frame an Archival Policy for proper, sufficient and timely disclosure of relevant documents for the use of all Stakeholders.

The Policy shall be effective from the date when the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 become effective.

2. Scope:

As per the Archival Policy:

- (1) Every kind of information which is material for the business affairs of the Company and has been disclosed to the Stock Exchanges shall be hosted on the website of the Company for the minimum period of 5 years from the date of occurrence/ happening of an event or transaction;
- (2) Every kind of information which is mandated to be disclosed on the website as per the provision of any applicable statutes, rules and regulations shall be hosted on the website of the Company for such time period as specified under the applicable statutes, rules and regulations;
- (3) Thereafter on expiry of the stipulated periods, in the interest of stakeholders at large, the Compliance Officer may opt any of the following strategies:
 - (a) Extend the time period of hosting of the information on the Company's website; or
 - (b) Dispose off the information if it is of no relevance; or
 - (c) get it stored in the Archives section for future reference, if it is not relevant to host but have long-term retention value.



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3. Authority to make alterations to the Policy

The Board is authorised 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.

4. Review

The policy shall be reviewed from time to time so that the policy remains in conformity with applicable legal requirements. The Board of Directors, Compliance Officer and other senior personnel of the Company shall be familiar with this Policy.

5. Interpretation

In any circumstance where the terms of this policy differ from any existing or newly enacted law, rule, regulation or standard governing the Company, the law, rule, regulation or standard will take precedence over these policies and procedures until such time as this policy is changed to confirm to the law, rule, regulation or standard.