

SSPDL LIMITED
ARCHIVAL POLICY

Name of the document	ARCHIVAL POLICY
Version	1.0

1. Objective:

- a) This Policy is framed in accordance with the requirement under Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (including any amendments thereof).
- b) The Company is required to disclose the policy on its website.

2. Scope:

The Policy seeks to enhance transparency, accountability, and better relationship with stakeholders, by providing for a framework for disclosure of required information/documents/events hosted on the website of the Company.

3. Definitions:

- a) **Listing Regulations:** means the SEBI (Listing Obligations and Disclosure Requirements), Regulations, 2015 and any amendment thereof and also includes any formats, guidelines, circulars, notifications, explanations or any other statutory instructions, issued by SEBI or Stock Exchanges from time to time in this regard.
- b) **Statutory Web Disclosure:** means any document, material, file, presentation, notice, events, or information which is required to be hosted on the website of the Company under the Listing Regulations.

4. Minimum Period of hosting:

The Statutory Web Disclosures shall be hosted on the website of the Company for such period as may be prescribed under the Listing Regulations, from the date of their respective hosting on the website of the Company.

5. Archival of Information

a) For events or information disclosed under Regulation 30 (8) of Regulations

All events or information disclosed under Regulation 30 (8) and any other Regulations to the Stock Exchanges on which the Company is listed and hosted on the Company's website shall be available on the Company's website for a period of five years or for such period as may be mandated under law from the date of uploading of the same on the website. However, if the disclosure requires a longer storage, the same will be considered appropriately. On a quarterly basis all announcements/ disclosures on the website of the Company would be moved to the archival folder after a period of 5 years from the date on which such disclosures/ announcements were made. The archived folder would be available for a period of two years.

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b) For disclosures made under other statutes/legislations

All information required to be uploaded on the Company's website in pursuance of any other statute / legislation / regulation, shall be hosted on the Company's website, in the form, manner and for such period as may be mandated by that statute / legislation / regulation etc.

In cases where the concerned statute / legislation / regulation does not prescribe any period, the required data shall be hosted on the website for a minimum period of one year from the date of uploading or more if deemed necessary.

c) Removing records from website

Any information/ form/ return/ document etc disclosed on the website as per clause A or B above, may be removed/ deleted from the website after such disclosure period.

d) Archiving

Post the disclosure period, the records removed from the website shall be placed in electronic archives. Depending upon the criticality/ importance of records being removed, the Company may retain those records having long term value in the archives for permanent/ specified period storage and to suitably deal with the records accordingly.

6. Amendments:

The Board shall have the power to amend any of the provisions of this Policy, substitute any of the provisions with a new provision or replace this Policy entirely with a new Policy.

7. Disclosure:

This policy shall be disclosed on the website of the Company.