



## **SUBEX LIMITED**

### Archival Policy for hosting information on the Company's website

In terms of sub regulation (8) of Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, (hereinafter "SEBI Regulations") the Company is required to lay down an Archival Policy for the disclosures posted on the website of the company. The object is to ensure the preservation and availability of the Documents of the Company after their required regulatory preservation period for any legal, administrative, and historical purposes, in respect of Documents which are hosted on the website of the Company:-

1. All Documents generated, disclosed or received by the Company, on its website, for the purpose of shareholder communication, are the properties of the Company and constitute archival material.
2. Archival material of the Company shall not be destroyed or purged without the approval of the Compliance Officer. The Compliance Officer means the Company Secretary of the Company who is responsible to perform duties as required under section 205 of the Companies Act 2013 and Regulation 6 of the SEBI Regulations.
3. Provided that nothing contained herein shall be applicable to accidental deletion, or deletion due to any system flaw, virus, or any other deletion, inaccessibility or loss due to any reason other than deliberate and determinate deletion.
4. Material so selected for preservation shall be sent to the Company archives in the category of such folders as may be specified by the Company.
5. The Compliance Officer, in consultation with the Board, will be responsible for deciding how long archival material is to be retained in and under the direct control of the officer concerned. If the law does not specify any time period, the period shall not be less than 3 years.
6. The Documents submitted to the Stock exchange, to be hosted on the website for the purpose of compliance with disclosure norms shall also be archived in the following manner:
  - a) The Company will post on its website all information disclosed to the Stock Exchanges and the information posted in the Investor Section of the website so hosted shall be for a minimum period of 5 years.
  - b) Archiving of the Documents to be submitted to the Stock exchange, in terms of the SEBI Regulations, shall be archived for 3 years after the lapse of the preservation period of 5 years [as specified in Regulation 30(8)].
  - c) For the Documents to be submitted to the Stock Exchange to comply with disclosure norms as required by any other Applicable Law, the Documents are to be archived after the lapse of the specified/required time period.

This policy shall be effective from December 1, 2015.