



## **ASTEC LIFESCIENCES LIMITED**

CIN NO: L99999MH1994PLC076236

**Registered Office:** "Godrej One", 3<sup>rd</sup> Floor, Pirojshanagar, Eastern Express Highway, Vikhroli (East), Mumbai-400079, Maharashtra

**Email:** [astecinvestors@godrejastec.com](mailto:astecinvestors@godrejastec.com), **Website:** [www.godrejastec.com](http://www.godrejastec.com),

**Tel No:** 022-2518 8010, **Fax:** 022-2261 8289

## **ARCHIVAL POLICY**

### **1. Purpose and Scope:**

In pursuance of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations"), ASTEC LIFESCIENCES LIMITED ("the Company") is required to disclose on its website all such events or information which has been disclosed to stock exchanges where the securities of the Company are listed ("Stock Exchanges") under Regulation 30 of Listing Regulations. Further, such disclosures shall be hosted on the website of the Company for a minimum period of 5 years and thereafter as per the archival policy of the Company.

Accordingly, the Board of Directors of the Company has adopted this "Archival Policy on disclosures to be hosted from time to time on the website of the Company" ("Policy"). The Policy is effective from 1<sup>st</sup> December, 2015.

### **2. Documents to be hosted on Website:**

The Company shall host on its website, information and documents which are required to be hosted as per the Companies Act, 2013 and Rules framed thereunder, SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015 (the "Regulations") and other applicable laws, Rules and Regulations.

### **3. Period of hosting the events or information:**

The disclosures made by the Company to the Stock Exchanges under Regulation 30 of the Listing Regulations, shall be hosted on the website of the Company [www.godrejastec.com](http://www.godrejastec.com) for a minimum period of 5 (five) years.

In case the aforesaid disclosures are required by any applicable law or regulation to be hosted for a period longer than that mentioned above, such disclosures shall be hosted on the website of the Company for such longer period.

**4. Archival of Documents:**

After the hosting period of five years is over, such disclosures shall be kept in the archives of the Company for a period of 3 (three) years.

Thereafter, the information/documents may be deleted / removed from the website / destroyed as per the Policy on Preservation of Documents.

**5. Amendment:**

Any change in the Policy shall be approved by the Board of Directors of the Company. The Board of Directors shall have the right to withdraw and/or amend any part of this Policy or the entire Policy, at any time, as it deems fit, or from time to time, and the decision of the Board in this respect shall be final and binding. Any subsequent amendment/modification in the Listing Regulations and/or any other laws in this regard shall automatically apply to this Policy.

**6. Communication of this Policy:**

This Policy shall be posted on the website of the Company [www.godrejastec.com](http://www.godrejastec.com).

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