

## **WOCKHARDT LIMITED**

### **Archival Policy**

#### **INTRODUCTION**

Securities and Exchange Board of India ('SEBI') vide Notification dated 2<sup>nd</sup> September, 2015, has issued the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ('Regulations') which are effective from 1<sup>st</sup> December, 2015. The Regulations *inter-alia* mandates the listed entity to archive the material event or information as per its Archival Policy. In this context, the Archival Policy is framed.

#### **OBJECTIVE**

The Policy encompasses to determine the period of archival of the documents which have been disclosed on the website of the Company, in terms of the Regulation 30(8) of the said Regulations as mentioned below:

*"The listed entity shall disclose on its website all such events or information which has been disclosed to stock exchange(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."*

#### **DATA TO BE ARCHIVED**

Every material event or information disclosed to the Stock Exchanges shall be uploaded on the website of the Company and shall be retained for a period of 5 years from the date of its disclosure. The data, as above, shall be archived for a period of 1 year and thereafter it will be retained or scrapped, as may be decided by the Compliance officer of the Company. Archived information will be maintained in safe and secure place to ensure timely and proper retrieval as and when necessary.

#### **EFFECTIVE DATE**

The Policy is effective from 1<sup>st</sup> December, 2015.

#### **AMENDMENT**

The Board may amend or modify this Policy in whole or in part, from time to time.

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