

# **SHREEJI TRANSLOGISTICS LIMITED**

## **ARCHIVAL POLICY**

### **I. BACKGROUND**

Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“**Regulations**”) requires every Listed Company to frame a policy to determine the duration of retaining, on company’s website, the disclosures of the material events/ information to the Stock Exchanges under Regulation 30, subsequent to the expiry of five years from the date of hosting.

### **II. THE DISCLOSURES HOSTED ON THE WEBSITE OF THE COMPANY SHALL BE ARCHIVED AS PER THE TERMS SET OUT HEREUNDER**

All disclosures made under Regulation 30 by the Company to the Stock Exchanges shall be kept on the website of the Company for a period of five years from the date of the hosting and thereafter in the “Archives” folder on the website of the Company for a period of one year.

### **III. MODIFICATION OF THE POLICY**

In case of any amendments to the Regulations, which makes any of the provisions in the Policy inconsistent, the provisions of the Regulations shall prevail. Further, in case there are any regulatory changes, which require modifications to the Policy, the Policy shall be reviewed and amended with due approval from the Board of Directors of the Company.

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## REVISION HISTORY

<b>Sr. No.</b>	<b>Date of adoption &amp; subsequent modifications</b>	<b>Approved by</b>
1.	14/11/2017	Board of Directors