



SHREE KRISHNA PAPER MILLS & INDUSTRIES LIMITED

POLICY ON ARCHIVAL OF DOCUMENTS Pursuant to SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015}

Regulation 30 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 [“SEBI (LODR)”], requires every listed company to disclose on its website all such events or information which has been disclosed to stock exchange(s) under this regulation for a minimum period of five years and thereafter to archive the same as per the archival policy of the Company which will also be hosted on the website of the Company.

1. GOVERNING LAWS

This Policy shall be governed by the provisions of the SEBI Act & Rules and Regulations made thereunder and all other applicable laws for the time being in force.

2. PURPOSE

This policy is prepared in compliance with Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (the “Listing Regulations”). This Policy aims to decide the process and manner of archiving the disclosures made to the Stock Exchanges under the Listing Regulations (the “disclosures”) which are hosted on the website of the Company.

3. SCOPE

This Policy is applicable to only those events or information which have been disclosed by the Company to the stock exchange(s) under Regulation 30 of SEBI (LODR) or any amendment thereto.

4. MODE OF ARCHIVAL, AUTHORITY & RESPONSIBILITY

All the events or information which has been disclosed by the Company to stock exchange(s) under Regulation 30 of the SEBI (LODR) or any amendment thereto will be hosted by the Company on its website for a minimum period of five years and thereafter the same shall be archived so as to be available for retrieval for a further period of three years by storing the same on a suitable media. Thereafter, the same may be destroyed as per the Document Preservation Policy of the Company. Chief Financial Officer and the Company Secretary shall have access to all archived disclosures.

5. REVIEW / AMENDMENT

The Company reserves its right to amend or modify this Policy in whole or in part, at any time without assigning any reason whatsoever.