

# **POLICY ON ARCHIVAL OF DOCUMENTS**

## **1. BACKGROUND:**

The SEBI has issued SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 which came into effect w.e.f. December 01, 2015. Regulation 30(8) mandate listed entities to formulate an Archival policy and in this context that the policy on Archival of Disclosure (“Policy”) is being framed and implemented.

## **2. OBJECTIVE:**

The objective of this policy is to comply with Regulation 30(8) of the SEBI (LODR) Regulations, 2015 as follows:

“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.*”

## **3. POLICY ON ARCHIVAL OF DOCUMENTS:**

As per Regulation 30(8) of the SEBI (LODR) Regulations, 2015, the Company shall ensure that all the events or informations which has been disclosed to Stock Exchange(s) under Regulation 30 of the SEBI (LODR) Regulations, 2015 shall also be hosted on the Company’s website ([www.virlaminate.com](http://www.virlaminate.com)) for a period of 5 years and thereafter will be archived for a period of 1 year. Thereafter, the said information, documents or records may be destroyed as per the policy on preservation of documents.

## **4. EFFECTIVE DATE:**

The policy shall be effective from December 01, 2015.

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