

CANTABIL RETAIL INDIA LIMITED

# ARCHIVAL POLICY



The **Listing Regulations** come into force from December 1, 2015.

The Listing Regulations mandate **listed** entities to formulate a **Policy** for preservation and **archiving** of documents.

## **BACKGROUND**

In terms of Regulations 30(8) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (the 'Regulations'), a listed entity is required to host on the website maintained by the entity, all the material events/ information as disclosed to the stock exchange(s) for a period of five years and thereafter in terms of the archival policy of such entity as disclosed on the website

## **OBJECTIVE**

The Company makes this Policy for Archival, Preservation and Disposal of Documents in compliance with the provisions of Companies Act, 2013 and Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Regulations) with the main objective to establish guidelines for the Company for preservation and archival of documents and orderly disposal of documents of the Company covered under this Policy.

## **ARCHIVAL REQUIREMENT**

Pursuant to requirement under Regulation 30 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company shall disclose on its website all such events or information which has been disclosed to stock exchange(s), as determined by the Disclosure Committee, for a period no less than 5 years.

## **EFFECTIVE DATE**

This Policy is effective December 1, 2015.

## **REVIEW OF THE POLICY**

In case there are any regulatory changes requiring modifications to the Policy, the Policy shall be reviewed and amended with due approval from the Managing Director. However, the amended regulatory requirements will supersede the Policy till the time Policy is suitably amended.