

SHANTAI INDUSTRIES LIMITED

CIN No: L74110GJ1988PLC013255

HOSTING ARCHIVAL POLICY

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PREAMBLE

This Policy is framed as per the Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligation and Disclosure Requirements) Regulations, 2015 (Listing Regulations).

OBJECTIVE AND SCOPE

The objective of this Policy is to have a requisite framework for the preservation & archival of the Company's Documents, which facilitate:

- a) identification of records that are to be maintained and preserved permanently;
- b) identification of records that are to be maintained and preserved for a specific period of time;
- c) dissemination of equal, adequate and timely information to the stakeholders through the website of the Company;
- d) the stakeholders to track the performance of the Company over regular intervals of time and assess the current status of the Company;
- e) accessibility of maintained Documents at all reasonable times;
- f) deciding the mode of preservation of Documents, whether in physical form or in electronic form.

This Policy shall be disclosed on the Company's website www.shantaiindustrieslimited.com/policies/ in order to inform the stakeholder to facilitate them to retrieve past information which is of statutory nature for a period as disclosed in the Policy.

CLASSIFICATION OF DOCUMENTS

1. The classification of the Documents for the purpose of preservation shall be done as under:
 - a) where there is a period for which the Document is required to be preserved as per Applicable Law(s), for the period required thereunder.
 - b) where the period for preservation of the Documents has not been prescribed under the Applicable Law(s), till such period those Documents have relevance with reference to any ongoing litigations, proceedings, complaints, disputes, contracts or any like matter.

MANAGEMENT OF THE DOCUMENTS

1. The preservation of the documents is managed to ensure that there is no tampering, alteration, destruction or any other action which would endanger the content, authenticity, utility and accessibility of the documents.

2. The heads of the respective departments of the company shall be responsible for maintenance of the documents.

DISPOSAL AND DESTRUCTION OF THE DOCUMENTS

1. The documents which are not required to be maintained and preserved permanently, may be destroyed after the expiry of the specified retention period in such mode and under the instructions approved by the Chairman of the company.
2. Disposal and destruction of the documents will be done by the respective departments, post the required timeframe after the approval of department head. The activity is done by the delegated person as directed by the department head. The activity will be documented with information on date, time, name of the person approved & disposed and way of disposal.
3. Destruction of the documents as a normal administrative practice shall be followed for the records which are duplicate/unimportant/irrelevant.
4. The documents may also be destroyed as follows:
 - a) recycling of non-confidential papers;
 - b) shredding or otherwise rendering of unreadable confidential papers; and
 - c) deleting or destroying electronically stored data.

ARCHIVAL OF INFORMATION

1. Disclosure of events or information under Regulation 30(8) of the Listing Regulations.
 - a) All events or information disclosed under Regulation 30(8) of the Listing Regulations and any other Regulations to the Stock Exchanges on which the Company is listed and hosted on the Company's website shall be available on the Company's website for a period of five (5) years or for such period as may be mandated under law from the date of uploading of the same on the website. However, if the disclosure requires a longer storage, the same will be considered appropriately.
 - b) Thereafter, the same would be retained on the website of the Company at the discretion of the Chairman of the company.
2. Disclosure under other statutes and legislations
 - a) All information required to be uploaded on the Company's website in pursuance of any other statute / legislation / regulation, shall be hosted on the Company's website, in the form, manner and for such period as may be mandated by that statute / legislation / regulation etc.

- b) In cases where the concerned statute / legislation / regulation does not prescribe any period, the required data shall be hosted on the website at the discretion of the Chairman of the company.

REMOVAL OF RECORDS FROM WEBSITE

Any Documents, information, form, or return etc. disclosed on the Website may be removed or deleted from the website after such disclosure period as stated above.

ARCHIVING

Post the disclosure period, the records removed from the website shall be placed in electronic archives. Depending upon the criticality/ importance of records being removed, the Company may retain those records having long term value in the archives for permanent/ specified period storage and to suitably deal with the records accordingly.

MODIFICATIONS

Any changes in the Policy shall be approved by the Board. The Board shall have the right to withdraw and / or amend and / or modify any part of this Policy or the entire Policy, at any time, as it deems fit, or from time to time, and the decision of the Board in this respect shall be final and mandatory.

GENERAL

Where the terms of this Policy differ from any existing or newly enacted law, rule, or regulation, the law, rule or regulation will take precedence over this Policy from the effective date of such law, rule or regulation.

For interpretation of this Policy, reference and reliance may be placed upon circulars/clarifications issued by the MCA, SEBI and/or any other authority.

REVIEW

The Board of Directors of the Company, subject to applicable laws, is entitled to amend, suspend or rescind this Policy at any time in line with the Listing Regulations.

(This policy is approved and amended by the Board of Directors at their meeting held on 28th May, 2024 and effective from 28th May, 2024)