

GANGA PAPERS INDIA LIMITED

ARCHIVAL POLICY

1. INTRODUCTION:

The Securities and Exchange Board of India ("SEBI") on September 02, 2015, issued the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (hereinafter referred to as the 'LODR Regulations') with an aim to consolidate and streamline the provisions of existing listing agreements thereby ensuring better enforceability and bringing the basic framework governing the regime of Listed Entities in line with the Companies Act, 2013 and at the same time compiling all the mandates of varied SEBI Regulations/ Circulars governing Equity as well as Debt segments of capital market.

2. ARCHIVAL POLICY:

The policy is in compliance with Regulation 30(8) of the Regulations. This policy aims to archive the disclosures made to the Stock Exchanges under Regulation 30 of the Regulations to be hosted on the website of the Company i.e. www.gangapapers.in, for a minimum period of five years.

3. EFFECTIVE DATE:

This policy shall come into force and effect from 1st December, 2015.

4. ARCHIVAL PROCESS:

The Company shall host all the disclosures which have been disclosed to stock exchanges(s) under Listing Regulations on its website for a minimum period of 5 years. After completion of 5 years, all such disclosures shall be preserved in a secured server of the Company. Such disclosures shall be preserved in a logical manner viz. as per nature, date of disclosures etc. under the heading "Past Events/ Information/ Date under Listing Regulations" and would be retained on the server of the Company for the period as per Preservation of Documents Policy of the Company and as may be decided by the Chairman or Managing Directors of the Company who can delegate such powers to any Director or KMP of the Company. The disclosures shall be in a non-editable format and cannot be deleted from the server of the company. However, same shall be retrievable from the server as and when required.

5. ACCESS TO ARCHIVED DOCUMENTS:

The Chairman, Managing Director and Company Secretary of the Company shall have access to all archived documents.

6. Disclosure:

The policy shall be disclosed on the website of the Company.

7. AMENDMENT TO THE POLICY:

The Board of Directors shall alter, amend or modify the clauses of this policy from time to time in line with the requirement of the SEBI Guidelines or any other Rules, Regulations etc., which may be amended and applicable from time to time.
