



# **ARCHIVAL POLICY**

## **Archival Policy on disclosures hosted on the website of the Company**

### **1. Purpose and Scope;**

The Archival policy on disclosures/ events/ information etc. to be hosted from time to time on the website of the Company ("Policy") is framed by SHAKUN POLYMERS LIMITED ("the Company") pursuant to Regulation 30 and 46 read with Regulation 62 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI Listing Regulations"). Sub-regulation 8 of Regulation 30 of the SEBI Listing Regulations requires every listed company to formulate an archival policy.

Further, such disclosures shall be hosted on the website of the Company for a minimum period of 5 (five) years and thereafter as per the archival policy of the Company, as disclosed on its website. Accordingly, the Company has adopted this Policy which is effective from April 1, 2018.

### **2. Definitions**

- a. "Website" means website of the Company i.e. [www.shakunpolymers.com](http://www.shakunpolymers.com)
- b. "Board" means Board of Directors of the Company

### **3. Documents to be Hosted on Website;**

The Company shall host on its Website, information and documents which are required to be hosted as per the Companies Act, 2013 and rules framed thereunder, SEBI Listing Regulations and other applicable laws, Rules and Regulations.

### **4. 3. Period of Hosting the Events or Information;**

The disclosures made by the Company to the Stock Exchanges under Regulation 30 of the Listing Regulations, shall be hosted on the Website for a minimum period of 5 years. In case the aforesaid disclosures are required by any applicable law or regulation to be hosted for a period longer than that mentioned above, such disclosures shall be hosted on the Website for such longer period.

**5. Archival of Documents:**

After the hosting period of five years is over, thereafter, such disclosures shall be kept in the archives of the Company for a period of 2 years. Thereafter, the information/ documents may be deleted/ removed from the website after obtaining approval from the Chief Financial Officer or the Company Secretary of the Company. Provided however, if the size of documents is very large to archive certain documents, then such documents may be removed/ deleted from archives after taking prior approval of Chief Financial Officer or the Company Secretary of the Company.

**6. Information which shall be disseminated on the Company's website**

**6.1 Mandatory Information**

- a. Details of its business;
- b. Terms and conditions of appointment of Independent Directors;
- c. Composition of various Committees of Board of Directors;
- d. Code of Conduct of Board of Directors and Senior Managerial Personnel;
- e. Details of establishment of vigil mechanism / whistle blower policy;
- f. Criteria for making payments to non executive directors, if the same has not been disclosed in the Annual Report;
- g. Policy for 'Dissemination of Information and Determining Materiality' of information/events for reporting to Stock Exchanges;
- h. Policy on dealing with 'Related Party Transactions';
- i. Policy for determining 'Material' Subsidiaries;
- j. Details of familiarization programmes imparted to independent directors including the following details:
  - Number of programmes attended by Independent Directors (during the year and on a cumulative basis till date);
  - Number of hours spent by Independent Directors in such programmes (during the year and on cumulative basis till date); and
  - Other relevant details.
- k. Email address for grievance redressal and other relevant details;
- l. Contact information of the designated officials of the listed entity who are responsible for assisting and handling investor grievances;
- m. Financial information including:

- Notice of meeting of the board of directors where financial results shall be discussed;
  - Financial results, on conclusion of the meeting of the board of directors where the financial results were approved;
  - Complete copy of the annual report including balance sheet, profit & loss account, directors report, corporate governance report etc;
- n. Shareholding pattern;
- o. Details of agreements entered into with the media companies and / or their associates, etc;
- p. Schedule of analysts or institutional investor meet and presentations made by the company to analysts or institutional investors with submission to the stock exchange;
- q. New name (if any) and the old name of the company for a continuous period of one year, from the date of the last name change;
- r. Notice of meeting of the Board of Directors where financial results shall be discussed;
- s. Financial results, along with the modified opinion(s) or reservation(s) if any, expressed by the auditor; provided if the Company has submitted both standalone and consolidated financial results, it may publish consolidated financial results along with:
- turnover;
  - profit before tax and
  - profit after tax on a standalone basis
- along with particulars of the Company's and Stock Exchanges website where the standalone results of the Company would be available;
- t. Statements of deviations or variations for public issue, rights issue, preferential issue on quarterly basis after review by Audit Committee and its explanation in directors report in the annual report;
- u. Notices given to Shareholders by Advertisement;

**6.2 Information to be specifically disseminated on the website in case of Non- Convertible Debt Securities or Non-convertible redeemable preference shares or both**

- a. Name of the Debenture Trustees with full contact details;
- b. The information, report, notices, call letters, circulars, proceedings etc concerning non-convertible redeemable preference shares or non convertible debt securities;
- c. All information and reports including compliance reports filed by the Company;

d. Information with respect to the following events:

- Default by issuer to pay interest on or redemption amount;
- Failure to create a charge on the assets;
- Revision of rating assigned to the non convertible debt securities

**6.3 All Events/information as specified in Schedule III –Part A and Part B of the SEBI Listing Regulations.**

6.4 All the information / documents as may be required to be hosted on the website as required under the provisions of the Companies Act, 2013 and other applicable laws, rules & regulations.

The Company shall ensure all information is accurate and shall update any change in the content of its website within two working days from the date of such change in content.

**7. Amendment:**

The Policy can be amended, modified or revised by the Board of Directors of the Company from time to time. In case any provisions of the Policy are contrary to or inconsistent with the provisions of the Companies Act, 2013, rules framed thereunder and SEBI Listing Regulations, the provisions of statutory provisions mentioned herein shall prevail.

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