



**GKW LIMITED**  
**ARCHIVAL POLICY**

**1. Background :**

Regulation 30 (8) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”), mandates the listed companies to frame an Archival Policy and upload the same on its website, laying down the framework for disclosure of information and their archival on the Company’s website.

**2. Scope :**

The Company shall disclose on its website all such events or information which has been disclosed to the Stock Exchange(s) under Regulation 30 read with Schedule III of the Listing Regulations, as amended from time to time and such disclosure shall be hosted on the website of the Company for a minimum period of five years and thereafter as per archival policy of the Company.

**3. Archival Requirement :**

All information or events provided to Stock Exchange by the Company, shall be hosted on its website for five years period from the date of such hosting.

Thereafter, on expiry of the stipulated period, the Compliance Officer with the approval of the Managing Director/Wholetime Director of the Company may opt any of the following strategies:

- a) dispose-off the information if it’s not of material relevance; or
- b) get it stored for a further period of 5 years in the Archives section for future reference, if it is not relevant to keep it hosting but have long-term retention value.

**4. Review of the Policy :**

This policy shall be reviewed as and when required so that the policy remains complaint with applicable legal requirements.

<b>Date of Original adoption / Revision of the Policy</b>
28.01.2016
12.02.2025