

# **SINGER INDIA LIMITED**

## **ARCHIVAL POLICY**

### **1. LEGAL FRAMEWORK**

As per Regulation 30 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (hereinafter referred to as SEBI Listing Regulations), every listed entity is required to make disclosures of any event or information which, in the opinion of the board of directors of the listed company, is material and such disclosures shall be hosted on the website of the listed company for a minimum period of 5 years and thereafter as per the archival policy of the company as disclosed on its website.

The Board of Directors of Singer India Limited (the 'Company') adopted the Archival Policy under 'Regulation 30(8)' of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

The policy shall be effective from 1<sup>st</sup> day of December, 2015.

### **2. POLICY**

All the disclosures made under Regulation 30 of the Regulations by the Company to the stock exchange(s), where shares of the Company are listed, shall be kept on the website of the Company for a period of five years under the heading "Stake Holders".

Thereafter, the information would be archived under the heading "Past Events/ Information" and would be retained in the website for a period of three years or such other period as may be decided by Managing Director & Chief Financial Officer of the Company from time to time.

### **3. REVIEW OF THE POLICY**

- a) The Board shall review and amend this Policy as and when requires.
- b) Any subsequent amendment/modification in the Regulation and/or other applicable laws in this regard shall automatically apply to this Policy.

### **4. DISSEMINATION OF POLICY**

This Policy shall be hosted on the website of the Company.

### **5. OFFICER RESPONSIBLE**

Any one of the Managing Director, CFO or the Company Secretary & Compliance Officer of the Company shall be responsible for ensuring overall compliance of this Policy.