

	<b>EMAMI CEMENT LIMITED</b>	Doc. Name – Archival Policy
		Doc. Version - 1
		Implementation Date – 9 <sup>th</sup> August, 2018

## **ARCHIVAL POLICY**

### **1. Background**

The website of the Emami Cement Ltd. (“**Company**”), [www.emamicement.com] contains information on its business and operations for information and awareness of stakeholders. The website is regularly updated and certain information and documents are archived periodically so as to be available on the website, whilst simultaneously keeping it crisp and relevant.

Pursuant to Regulation 30 (8) of Securities and Exchange Board of India (“**SEBI**”) (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“**Listing Regulations**”), the Archival policy has been framed to provide guidelines for archival of records and documents as statutorily required.

The Board of Directors of the Company, at its meeting held on 9<sup>th</sup> August, 2018, approved this Policy. This Policy will be effective from 9<sup>th</sup> August, 2018.

### **2. Objective of the Policy**

This Policy shall be disclosed on the Company’s website [www.emamicement.com] in order to inform the stakeholders to facilitate them to retrieve past information which is of a statutory nature for a period as disclosed in the Policy.

### **3. Archival of information**

The information that needs to be archived under Regulation 30(8) of the Listing Regulation comprises financial data, press releases, announcements on certain information and events, disclosed by the Company under the said regulation 30. The Investor’s page including the links thereunder, provide access to financial documents/ information which are regulatory in nature such as annual reports and financial results as also information/ data which is relevant to the media, researchers or investors who seek information on the growth of the Company and significant events of the past.

The information as statutorily required under the Listing Regulations shall be hosted on the Company’s website for a minimum period of five (5) years

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and thereafter maintain this information under the archival section for a further period of atleast 3 (Three) years in the manner as deemed appropriate by the Company.

#### **4. General**

In case of any subsequent changes in the provisions of the Listing Regulations or any other regulations which make any of the clauses/ provisions in this policy inconsistent with the Listing Regulations, the provisions of such Regulations shall prevail over this Policy.

#### **5. Amendments**

The Company may review and revise the Policy from time to time.