

# Archival Policy of Voith Paper Fabrics India Limited

## **Preamble**

This policy is formulated to establish a framework needed for effective records management in pursuance of sub-regulation (8) of regulation 30 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015.

## **Information and Events to be archived as per Regulation 30(8)**

The Company would maintain archive of such events and information which are required to be disclosed to the Stock Exchange under regulation 30(8), for the prescribed period as per the said regulation of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015. It would not be necessary to retain particulars of such events/information beyond the stipulated time mentioned therein.

## **Tenure**

The particulars of events/information disclosed to the Stock Exchange under regulation 30(8) would also remain available on the website of company for a minimum period as specified under regulation 30(8) or such longer period as per discretion of the Board of Directors and the same may be discarded after the expiry of such period, as & when deemed fit by Compliance Officer.

## **Responsibility**

All acts relating to archival of documents, information and events, maintaining the integrity of this policy will be the responsibility of the Key Managerial Personnel (KMPs).

The Board shall always have the right to amend this policy at any point of time, whenever it deems necessary to do so.

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