



**ARCHIVAL POLICY**  
**Of**  
**Alliance Integrated Metaliks Limited**

# ARCHIVAL POLICY

## A. BACKGROUND:

- In terms of the provisions of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, coming into effect from 1st December, 2015, every listed entity shall have a policy for managing the content on its website for defined timeframe and its archival thereafter (“Policy”). In terms of the aforesaid provisions, this Policy has been formulated by the Board of Directors of Alliance Integrated Metaliks Limited (“Company”), which comes into effect from 1st December, 2015 and shall also apply to the existing contents on the website of the Company.
- This policy has been framed in compliance with the provisions of Regulation 9 of Chapter III of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 including amendments thereof (hereinafter referred to as "Listing Regulations") which requires every listed Company to have a policy on preservation of documents. The Policy further encompasses the manner of archival of the documents which have been disclosed on the website of the company for the time frame prescribed under Regulation 30 (8) of the SEBI Listing Regulations.

## B. POLICY STATEMENT:

There would be some content on the website of the Company which would be permanent in nature and for such content it is assumed that the content shall be reviewed on yearly basis unless it is edited / deleted based on requirement. Some of the short lived content such as news and business updates which will not have any relevance on the website after the intended purpose, then such content shall be archived and no longer hosted on the website of the Company.

The content components like statutory announcements/ reports in accordance to the prescribed regulations, Annual Reports, financial information/results and other disclosures for material events that have been made to the stock exchanges in terms of applicable regulations, shall be hosted on the website of the Company and retained therein for a minimum period of 5 (five) years and thereafter be archived for a period of atleast 1 (one) year. For other disclosures/event disclosed on the website of the Company, depending upon the nature, materiality and relevance of such information, the disclosure can continue to remain hosted on the Company’s website for a longer period of time in accordance to the general policies of the Company

## C. AMENDMENTS TO THE POLICY:

The Board shall have the power to clarify any doubts or rectify any anomalies that may exist in connection with the effective execution of this Policy. The Board reserves the right to amend this Policy from time to time based on changing requirements as prescribed by SEBI/Stock Exchange(s) or any other appropriate Statutory Authority.

## D. DESTRUCTION OF DOCUMENTS:

- After the expiry of the statutory retention period, the preserved documents may be destroyed in such mode under the instructions approved by the Board of Directors/ Head of the Department.
- This applies to both physical and electronic documents.

## **GENERAL**

Notwithstanding anything contained in this Policy, the Company shall ensure compliance with any additional requirements as may be prescribed under any laws/regulations either existing or arising out of any amendment to such laws/regulations or otherwise and applicable to the Company, from time to time.

### **E. DISCLOSURE OF THE POLICY**

The Company shall disclose this Policy on its website. The necessary disclosure, if any, about the policy will also be made as per the requirements of LODR Regulations and Companies Act 2013.