



orbit exports ltd.

ARCHIVAL POLICY

[Pursuant to Regulation 30(8) of the Securities and Exchange Board of India, (Listing Obligations and Disclosure Requirements) Regulations, 2015]

1. BACKGROUND

The Securities and Exchange Board of India (“SEBI”), vide its Notification dated September 2, 2015, issued the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Listing Regulations). The Listing Regulations come into force from December 1, 2015. In terms of Regulations 30(8) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (the ‘Regulations’), a listed entity is required to host on the website maintained by the entity, all the material events/ information as disclosed to the stock exchange(s) for a period of five years and thereafter in terms of the Archival Policy of such entity as disclosed on the website. It is in this context that the Archival Policy (“Policy”) is being framed and implemented.

2. OBJECTIVE OF THE POLICY

The objective of this Policy is to classify the documents in two categories;

- (i) documents which need to be preserved permanently and
- (ii) documents which need to be preserved for a specific period of time.

3. DEFINITIONS-

- 3.1) **“Act”** means the Companies Act, 2013.
- 3.2) **“Archived documents”** means details of Events or Information (defined herein below) as placed or maintained in the archive folder.
- 3.3) **“Authorised Person”** means **Mr. Mukesh Deopura, Chief Financial Officer or Ms. Neha Devpura, Company Secretary** of the Company or any other person as may be decided by the Board or Managing Director or Whole Time Director from time to time.
- 3.4) **“Board”** means the Board of Directors of the Company or its Committee, as constituted from time to time.
- 3.5) **“Company”** means **“ORBIT EXPORTS LIMITED”**.
- 3.6) **“Events or Information”** refers to the information/ events that are required to disclose on the website of the Company in terms of Regulation 30(8) of the Regulations and other Applicable Law.
- 3.7) **“Regulations”** means the Securities and Exchange Board of India (Listing Obligation and Disclosure Requirements) Regulations, 2015.

The words and phrases used in this Policy and not defined here shall derive their meaning from the Applicable Law.

4. POLICY

- The Company shall disclose on its website under “**Investor Information**” section all such events or information (“disclosures”) which are required to be disclosed to the stock exchanges under Regulation 30 read with Schedule III of the Listing Regulations.
- The disclosures made to the stock exchanges shall be hosted on the Company’s website for a period of five years from the date of initial posting.
- The contents with respect to Events or Information as disclosed under Regulation 30(8) of the Regulations would be moved to the archived folder after a period of 5 years from the date on which such disclosures/ announcements were made.
- The archived documents will be available in the archive folder on the website of the Company for a period of three years. After the expiry of three years, the archived disclosures/ announcements shall be removed from the website of the Company.
- The Board is authorized to make such alterations to this Policy as considered appropriate, subject, however, to the condition that such alterations shall be in consonance with the provisions of the Acts and Regulations.

5. COVERAGE

This Policy covers Archival of all Events or Information which has been disclosed to Stock Exchange(s) and hosted on the website of the Company in accordance with SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

6. LOCATION OF ARCHIVAL

The archived folder shall be located on the website of the Company.

7. RESPONSIBILITY TO REVIEW THE WEBSITE AND ARCHIVED DOCUMENTS

In accordance with the provisions of Regulation 46 (3), the Authorised Person shall ensure to update any change in the content of the website within two working days of such change. The Authorized person of the Company shall be responsible for periodic and ongoing review of the contents of the website and keep the information up to date.

8. REVIEW & AMENDMENT

The Policy shall be reviewed as and when required to ensure that it meets the objectives of the relevant regulation and remains effective. The Board of Directors has the right to change/amend the policy at any time at its discretion and the new policy shall be displayed to the stakeholders on the website of the Company.

The above Policy was amended on its meeting held on Februray 04, 2020.
