

## **Archival Policy**

### **1. Preamble:**

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.

J. Taparia Projects Limited has formulated this Archival Policy (the 'Policy') for ensuring compliance with the provisions under Regulation 30(8) of the Regulations, for protection, maintenance and archival of the Events or Information disclosed to the stock exchange(s) under this Regulation, which are also hosted on its website.

This Policy shall become effective from 1 December 2015.

### **2. Definitions:**

“Act” means the Companies Act, 2013.

“Archived documents” means details of Events or Information (defined herein below) as placed or maintained in the archived folder.

“Authorised Person” means Head – Information Services of the Company. “Board” means the Board of directors of the Company or its Committee. “Company” means J. Taparia Projects Limited.

“Events or Information” refers to the information/ events that are required to be disclosed on the website of the Company in terms of Regulation 30(8) of the Regulations.

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

### **3. Coverage:**

This Policy covers archival of all Events or Information which have been disclosed to Stock Exchange(s) and hosted on the website of the Company in accordance with Regulation 30(8) of the Regulations.

### **4. Classification:**

The archival of Events or Information as disclosed or hosted on the website of the Company under this Policy shall be done after the expiry of a minimum period of five years and

- a) Where there is a period, if any, for which a document is required to be archived by the Regulations from time to time, for the period required by such Regulation.
- b) Where there is no such requirement as per the Regulations, then for a period of not less than three years.

**5. Location of archival:**

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

**6. Authority to make alterations to the Policy:**

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 Act and the Regulations.

**7. Responsibility to review the website and Archived documents:**

In accordance with the provisions of Regulation 46 (3), the Company shall ensure to update any change in the content of the website within two working days of such change.

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.

**8. Removal of Archived Documents:**

The Archived documents will be available in the archived folder for a period specified in Clause 4 of this Policy. After the expiry of the specified period, the archived disclosures/ announcements may be removed from the website of the Company.

**9. Interpretation:**

In any circumstance where the terms of this Policy differ from any existing or newly enacted law, rule, regulation or standard governing the Company, the law, rule, regulation or standard will take precedence over this Policy until such time as this Policy is changed to conform to the law, rule, regulation or standard. Any change in the prescribed period of archiving in the Regulations shall mutatis mutandis apply to the corresponding related Clause of the Policy.