



FIEM INDUSTRIES LIMITED

ARCHIVAL POLICY

- ❖ Approval date : 6th November, 2015
- ❖ Effective date : 1st December, 2015
- ❖ Revision : N.A.

FIEM INDUSTRIES LIMITED

ARCHIVAL POLICY

1. BACKGROUND AND LEGAL FRAMEWORK

1.1 As per Regulation 30 (1) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (hereinafter referred to as SEBI LODR Regulations), every listed entity shall make disclosures of any events or information which, in the opinion of the board of directors of the listed company, is material. Regulation 30 further articulate as how the material event / information will be determined.

Further, sub-regulation 8 of Regulation 30 of SEBI LODR Regulations provides as under:

“(8) The listed entity shall disclose on its website all such events or information which has been disclosed to stock exchange(s) under this regulation, and such disclosures shall be hosted on the website of the listed entity for a minimum period of five years and thereafter as per the archival policy of the listed entity, as disclosed on its website.”

1.2 In compliance to the aforesaid Regulations, this policy is framed to define a systematic process for archival of documents disclosed on the website of the company.

2. OBJECTIVE & SCOPE

2.1 The objective of this Policy is to create archives which provide the systematic method of keeping the documents on the website and their easy retrieval as and when required as well as to make the system more users friendly.

2.2 This policy sets the standards for classifying, managing and storing the disclosures and information placed on the website of the Company.

3. DEFINITIONS

3.1 **“Disclosure / information”** means any disclosure or information, report, policy, document, statement etc. disseminated or placed on website of the Company under SEBI LODR Regulations, Companies Act, 2013 and Rules made thereunder or any other securities laws for information to shareholders or for general public.

3.2 **“Key Managerial Personnel”** means Chairman & Managing Director, Chief Financial Officer and Company Secretary of the Company.

3.3 **“Compliance Officer”** means Company Secretary of the Company.

3.4 **“Board”** means the Board of Directors of the Company.

3.5 **“Company”** means the “Fiem Industries Limited” / “FIEM”.

3.6 **“Policy”** means this Policy on Archival Policy.

3.7 All other words, terms and phrases referred and not defined herein, shall have the same meaning as defined under the SEBI LODR Regulations.

4. WEBSITE DISSEMINATION FRAMEWORK

4.1 Company will disseminate all information required to be disclosed under any applicable legal provision on the website of the company timely, adequately and in simple language.

4.2 All information required to be disclosed under any legal provision i.e. Listing Agreement executed by the Company with the Stock Exchanges, SEBI LODR Regulation, Companies Act, 2013 and Rules made thereunder or under any securities law will primarily be arranged at a single place at website of the Company, namely 'investor relations'.

4.3 As far as possible the headings, sub-headings and fields on the website will be named so that they indicate the nature of information under that e.g. Shareholding Pattern, Financial Results, Annual Reports and Policies etc.

4.4 The information / disclosure made under Regulation 30 of SEBI LODR Regulations will be maintained under the respective headings on website of the Company for a period of 5 years and after that these will be shifted in 'Archive' field and will be maintained for another period of 3 years.

4.5 In general, information and disclosures for 5 years will be maintained under respective headings, sub-headings, fields and then will be moved to 'Archive'.

4.6 The current / revised version of any document will be immediately posted under respective field and older versions will be removed from website e.g. Policies.

5. POLICY REVIEW

5.1 This Policy may be reviewed by the Board of the Company as and when any changes are to be incorporated in the Policy due to change in regulations or as may be felt appropriate by the Company.