

# **ARCHIVAL POLICY FOR WEBSITE KAY POWER AND PAPER LIMITED**

## **1. Objectives**

1.1 The objective of this Policy is to provide a framework of archival of records/information required to be disclosed on website under SEBI Regulations and other information hosted on the website of the Company.

## **2. Definitions**

2.1 "Company" means KAY POWER AND PAPER LIMITED.

2.2 "Board" means the Board of Directors of the Company.

2.3 "Regulations" means the Securities Exchange Board of India (Listing Obligation and Disclosure Requirements) Regulations, 2015.

2.4 "Applicable Law" means any law, statutory rules & regulations, or standards applicable on the Company under which any guideline / provision with regard to the preservation/ Archival of the Documents has been prescribed.

## **3. Archiving Policy of Company's Web Sites:**

3.1 The events or information of the Company disclosed to the stock exchanges (the "Disclosed information"), where the securities of the Company are listed, shall be disclosed on the website of the Company i.e. [www.kaypowerandpaper.com](http://www.kaypowerandpaper.com) (the "Website") and shall be hosted on the Website for a minimum period of five (5) years from the date of each such disclosure ("Mandatory Hosting Period").

3.2 Beyond the Mandatory Hosting Period, the Disclosed Information shall be archived for such other additional period as may be required considering the requirement of various statutes, law, Regulations etc. and other legal and administrative aspects (the "Archival Period").

3.3 No Disclosed Information shall be deleted or destroyed or purged from the archival without the prior written approval of Company Secretary of the Company, appointed under the Companies Act, 2013.

## **4. Authority to make alterations to the Policy:**

4.1 The Chairman and Managing Director of the Company 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 Regulation and other applicable laws.

## **5. Interpretation/ Clarification**

5.1 In case of any conflict between the provisions of this Policy and any other guidelines/instructions etc. on archival of the website under SEBI Regulations, the provisions of this policy shall prevail.

5.2 In case of any clarification required with respect to this Policy, kindly contact the Company Secretary of the Company

5.3 Any interpretation/ clarification related to policy shall be issued by the Company Secretary after approval from CMD (Chairman and Managing Director) of the Company.

## **6. Implementation**

6.1 The policy will be effective from the date of approval by Board of Directors