

## **POLICY ON ARCHIVAL OF DOCUMENTS**

### **Introduction**

The Securities and Exchange Board of India (“SEBI”) vide its Notification dated September 02, 2015 has issued the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Regulations”). The Regulations come into force from December 01, 2015. The Regulations mandate listed entities to formulate an archival policy. It is in this context that the Policy on Archival of Documents (“Policy”) is being framed and implemented.

### **Objective**

The objective of this Policy is to comply with Regulation 30(8) of the Regulations, 2015, as mentioned below:

“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 archival policy of the listed entity, as disclosed on its website.

### **Archival Policy**

In accordance with the provisions of the aforesaid Regulation, the Company shall ensure that all the information shall be hosted on the Company’s website ([www.ettgroup.in](http://www.ettgroup.in)) for a period of 5 years and thereafter will be archived for a period of 1 year.

### **Effective Date**

The Policy, as approved by the Board of Directors, shall be effective from December 01, 2015.