



**NORBEN TEA & EXPORTS LTD**

CIN : L01132WB1990PLC048500

## **PRESERVATION OF DOCUMENTS AND ARCHIVAL POLICY**

### **PREAMBLE**

In terms of Regulation 9 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements), Regulations, 2015 (Listing Regulations), Norben Tea & Exports Ltd. (the Company) is required to formulate a policy for preservation of documents required to be maintained under the Listing Regulations in at least two categories as specified in the said Regulation.

In terms of Regulation 30(8) of the Listing Regulations, the Company is required to formulate an archival policy for all disclosures of events/information to the Stock Exchanges in terms of the Company's Policy for Disclosure of Events/Information and Determining of Materiality.

### **OBJECTIVES**

The purpose of this policy is to establish a framework needed for effective preservation of documents and records of the Company required to be maintained under the Listing Regulations, in terms of Regulation 9 and also to archive any of the material events or information which are disclosed by the Company to the Stock Exchanges prior to the period of five years in terms of Regulation 30.

### **POLICY FOR PRESERVATION OF DOCUMENTS**

1. Documents and Records of the company required to be maintained under the Listing Regulations shall be classified in two categories as below :
  - a. Documents whose preservation shall be permanent in nature shall be preserved permanently by the Company subject to the modifications, amendments, addition, deletion or any changes made therein from time to time;
  - b. Other documents shall be preserved for a period of not less than eight (8) years after completion of the relevant transactions subject to the modifications, amendments, addition, deletion or any changes made therein from time to time.
2. The listing documents and records in physical form shall be in the office custody of the compliance officer of the Company.





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3. The Company may keep the listing documents and records as specified above in electronic mode.
4. The Registrar and Share Transfer Agent shall ensure that the correct procedures are followed for maintenance of the Listing Records required to be maintained by them and provide an annual undertaking to the Company in this regard.

#### **ARCHIVAL POLICY**

Any disclosure of events or information which have been submitted by the Company to the Stock Exchanges under Regulation 30(8) of the Listing Regulations will be available on the website of the Company for a period of 5 years from the date of its disclosure and shall thereafter be archived from the website of the Company for a period of 3 years.

#### **DISCLOSURE/AMENDMENT**

This policy as amended from time to time shall be made available at the website of the Company.

The right to interpret/amend/modify this Policy vests in the Board of Directors of the Company.

