

ARCHIVAL POLICY OF GREENPANEL INDUSTRIES LIMITED

1. Why this policy?

In terms of Regulations 30(8) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (the “Regulations”), Greenpanel Industries Limited (the “Company”) has formulated this Archival Policy (the ‘Policy’) for ensuring protection, maintenance and archival of the Events or Information (defined below) disclosed to the stock exchange(s) which are also hosted on its website for such period as laid down in terms of the Policy of the Company. Additionally, the Policy shall also include such other Events or Information which are required to be hosted on the website of the Company in terms of other Applicable Laws (defined below) as may be decided by the Authorised Person (defined below).

This Policy has been adopted by the Board of Directors of the Company at its Meeting held on 14.08.2019 and shall be effective from the date the Company is listed on BSE Limited and National Stock Exchange of India Ltd.

2. Definitions –

- 2.1 “*Act*” means the Companies Act, 2013 including any Rules, Regulations as may be amended from time to time.
- 2.2 “*Applicable Law*” means any law, rules, circulars, guidelines or standards under which disclosure of Events or Information on the website has been prescribed.
- 2.3 “*Archived documents*” means details of Events or Information (defined hereinbelow) as placed or maintained in the archived folder.
- 2.4 “*Authorised Person*” means the person designated as the Company Secretary of the Company under Section 2(24) and Section 205 of the Act, or any other person as may be decided by the Board or Managing Director from time to time.
- 2.5 “*Board*” means the Board of Directors of the Company or any Committee of the Board constituted thereof.
- 2.6 “*Company*” means Greenpanel Industries Limited.
- 2.7 “*Events or Information*” refers to the the information/ events that are required to disclose on the website of the Company in terms of Regulation 30(8) of the Regulations and other Applicable Law.
- 2.8 “*Regulations*” means the Securities and Exchange Board of India (Listing Obligation and Disclosure Requirements) Regulations, 2015

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

3. Coverage

This policy covers archival of all Events or Information which has been disclosed to Stock Exchange(s) and hosted on the website of the Company in accordance with SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and the Applicable Laws.

4. Location of archival

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

5. Responsibility to review the website and Archived documents

In accordance with the provisions of Regulation 46 (3), the Authorised Person shall ensure to update any change in the content of the website within two working days of such change. The Authorized person of the Company shall be responsible for periodic and ongoing review of the contents of the website and keep the information up to date.

The contents with respect to Events or Information as disclosed under Regulation 30(8) of the Regulations would be hosted on the website of the Company for a period of 5 years and thereafter moved to the archived folder.

The contents with respect to Events or Information other than those mentioned above shall be moved to archived folder at such frequency as may be decided by the Authorised person subject to the provisions under Applicable Law, if any.

6. Removal of Archived documents

The archival of Events or Information as disclosed or hosted on the website shall be done in the following manner:

- a) Where there is a period for which a Document is required to be archived as per Applicable Law, for the period required by Applicable Law.
- b) Where there is no such requirement as per Applicable Law, then for a period of not less than three years.

After the expiry of the period as stated hereinabove, the archived disclosures/ announcements shall be removed from the website of the Company.

7. Access to the Archived documents

The contents of archived folder, on the website of the Company shall not be accessible to public.

8. Interpretation

The Board shall have the authority for approval of this policy in pursuance to this Regulations and is further 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 Acts and Regulations.

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 these policies and procedures 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 or the other Applicable Laws shall *mutatis mutandis* apply to the corresponding related Clause of the Policy.

**By order of the Board
For Greenpanel Industries Limited**

**-sd-
Banibrata Desarkar
Company Secretary &
Vice President-Legal**

Date: 14-08-2019

Place: Kolkata