

SEJAL GLASS LTD.

ARCHIVAL POLICY

1. OBJECTIVE

1.1. The objective of this policy is to lay down the time frame for archival of documents hosted on the Company's website as per regulatory requirements.

2. DOCUMENTS TO BE HOSTED ON WEBSITE

2.1. The Company shall host on its website, information and documents which are required to be hosted as per the Companies Act, 2013 and Rules framed there under, SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015 (the "Regulations") and other applicable laws, rules and regulations from time to time.

2.2. The Company shall host the above information and documents on its website for a continuous period of five years from the date of hosting.

3. ARCHIVAL OF DOCUMENTS

3.1. After the hosting period of five years is over, the company shall archive these information and documents for a period of three years. Thereafter, the information/documents may be deleted permanently after obtaining approval from the Chief Financial Officer or the Company Secretary.

3.2. However, if the size of documents is very large or it becomes expensive to archive certain document, then such documents may be removed/deleted from archives after taking prior approval of Chief Financial Officer or the Company Secretary even before the period of 3 years mentioned above.

4. REVIEW AND AMENDMENT:

4.1. The Board may monitor, review and amend the Policy from time to time as also whenever necessitated due to amendments any Act, Rules or applicable Regulations.
