



## POLICY ON PRESERVATION OF DOCUMENTS AND ARCHIVAL OF DOCUMENTS

“Documents” or “Records” mean a piece of written, printed, or electronic matter that provides information or evidence or that serves as an official record of the Company.

“Preservation” or “preserve” means maintenance of documents and records (whether physical or electronic) in usable form and in good order, to prevent from being damaged or destroyed or tampered with.

“Archival” means accumulation/storage of historical records on server/network or at a physical place.

Content archiving is the process of collecting portions of the website and ensuring that the collection is preserved in an archive and maintain records required for statutory purposes. Archived data consists of older data that is still important to the organization and may be needed for future reference, as well as documents/information that must be retained for regulatory compliance.

Regulation 9 of the SEBI Regulations requires listed entities to have a Policy on Preservation of documents approved by its Board of Directors, classifying the documents in at-least two categories, which are as follows:

- a. Documents whose preservation shall be permanent in nature; and
- b. Documents with preservation period of not less than eight years after completion of the relevant transactions.

### DOCUMENTS/ INFORMATION WHICH SHALL BE ARCHIVED

1. **Financial Data:** The Investor’s web pages provide access to financial documents/information for existing and potential stakeholders which are regulatory in nature, including annual reports and financial results.
2. **Press Releases and News Announcements:** The Company’s website provides information/ data which is relevant to the media, researchers or investors who seek information on the growth of the company and significant events of the past. This shall also include events or transactions or information which are disclosed by the Company to the Stock Exchanges in terms of Regulation 30 of the SEBI (Listing obligations and Disclosure Requirements) Regulations, 2015.
3. **Archiving Mechanism** The aforesaid information shall be displayed on the website of the Company for a period of five years from the date of its publication. The aforesaid information which is more than five years old will be archived from the website of the Company and shall be maintained by the Company for a further period of five years using appropriate technology. These archives shall be made available on a written request made to the Compliance Officer of the Company.



- 4. Review & Amendment:** The Policy shall be reviewed as and when required to ensure that it meets the objectives of the relevant regulation and remains effective. The Executive Management Committee has the right to change/amend the policy at any time at its discretion and the new policy shall be displayed to the stakeholders.

Documents and records which are no longer required or upon the expiration of the specified period of time for preservation may be destroyed in one of the following ways:

- a. Recycle non-confidential paper records;
- b. Shred or otherwise render unreadable confidential paper records; or
- c. Delete or destroy electronically stored data.

**GENERAL**

- a) The Policy would be subject to revision/ amendment in accordance with the applicable laws.
- b) The Company reserves its rights to alter, modify, add, delete or amend any of the provisions of this policy.
- c) In case of any amendment(s), clarification(s), circular(s) etc. issued by the relevant authorities, not being consistent with the provisions laid down under this Policy, then such amendment(s), clarification(s), circular(s) etc. shall prevail upon the provisions hereunder and this Policy shall stand amended accordingly from the effective date as laid down under such amendment(s), clarification(s), circular(s) etc.

AMIC FORGING LIMITED

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