



POLICY ON ARCHIVAL OF DOCUMENTS

(Under Regulation 30(8) of SEBI (Listing obligations and Disclosure Requirements) Regulations, 2015) (LODR)

**Latest date of review and approval of the policy, by the
Board of Directors : July 22, 2022.**

1. Objective

- 1.1 The Board of Directors of Seshasayee Paper and Boards Limited (the "**Company**") has adopted this policy (the "**Policy**") for the archival of documents of the Company in accordance with and to comply with the provisions of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("**Listing Regulations**").
- 1.2 This Policy shall be effective from 1st April 2016.

2. Definitions

All the words and expressions used in this Policy, unless defined herein, shall have meaning assigned to them in the Companies Act, 2013, Rules made thereunder, Listing Regulations and other applicable statutory enactments (collectively, the "**Statutory Provisions**"), as the case may be, as amended, from time to time.

3. Webhosting

- 3.1 In the present digital world, companies create and store electronic documents and information on their websites. The website is a single domain that consists of different web pages within the domain or sub-domains that convey information about the business carried out by the company.
- 3.2 Seshasayee Paper and Boards Limited's website is hosted on the domain www.spbltd.com
- 3.3 The Website provides reliable information to describe the business. The information hosted on the Website is updated on a regular basis depending on the requirements of the company's businesses.



Besides it contains information relevant to investors including financial updates and governance driven disclosures.

- 3.4 Although web pages are frequently updated, the Company also archives certain types of documents and information to serve as a historical record for the Company.

4. Archiving of Documents hosted on the Company's Website

- 4.1 The events or information of the Company disclosed to the stock exchanges (the "**Disclosed Information**") where the securities of the Company are listed, shall be disclosed on the website of the Company i.e. www.spbltd.com (the "**Website**") and shall be hosted on the Website for a minimum period of five (5) years from the date of each such disclosure ("**Mandatory Hosting Period**").
- 4.2 Beyond the Mandatory Hosting Period, the Disclosed Information shall be archived for such other additional period as may be required considering the requirement of various statutes, law, regulations etc. and other legal & administrative aspects (the "**Archival Period**").
- 4.3 Disclosed Information shall not be deleted or destroyed or purged from the Website or from the archival without the prior written approval of any one of the Key Managerial Personnel of the Company, appointed under the Companies Act, 2013.

5. Disclosure

This Policy shall be disclosed on the Website of the Company.

6. Interpretation

In case of any conflict between the provisions of this Policy and of Statutory Provisions, the Statutory Provisions shall prevail over this Policy. Any subsequent amendment/ modification in the Statutory Provisions shall automatically apply to this Policy.

For any clarification required with respect to this Policy, the Company Secretary may be contacted.



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7. Review

This Policy shall be reviewed periodically and may be amended by the Board, as may be deemed necessary.

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Chairman