

POLICY FOR
ARCHIVAL OF DOCUMENTS
SAWACA BUSINESS MACHINES LIMITED
(CIN.: L65910GJ1994PLC023926)

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POLICY FOR ARCHIVAL OF DOCUMENTS

OBJECTIVE

The Board of Directors of **SAWACA BUSINESS MACHINES 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’).

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 there under, Listing Regulations and other applicable statutory enactments (collectively, the ‘Statutory Provisions’), as the case may be, as amended, from time to time.

ARCHIVING OF DOCUMENTS HOSTED ON THE COMPANY'S WEBSITE

- 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.sawacabusiness.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”).
- 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 and administrative aspects (the “Archival Period”).
- No Disclosed Information shall 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.

DISCLOSURE

This Policy shall be disclosed on the Website.

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. In case of any clarification required with respect to this Policy, kindly contact the Company Secretary of the Company.

REVIEW

This Policy shall be reviewed periodically and may be amended by the Managing Director of the Company, as may be deemed necessary.