

PAVNA INDUSTRIES LIMITED

ARCHIVAL POLICY

1. Preface:

Regulation 30(8) and 46 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 requires all listed companies to formulate an Archival Policy.

Pavna Industries Limited in its endeavor to achieve highest standards of transparency and its commitment and accountability towards all the stakeholders of the company has formulated this policy for ensuring maintenance and archival of its disclosures, documents and records that are placed on its websites.

2. Definitions:

“**Board of Directors**” or “**the Board**” means the Board of Directors of Pavna Industries Limited, as constituted from time to time.

“**Company**” means Pavna Industries Limited.

“**Disclosure Committee**” shall mean Key Managerial Persons authorized by the Board of Directors of Company to determine the material events of the Company and disclose about the same to Stock Exchange accordingly.

“**Listing Regulations**” means the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015.

“**Policy**” means this Archival Policy.

“**Material Events**” means events, as specified in Schedule III to the Listing Regulations from time to time and/or as prescribed and determined in the policy of disclosure of materiality of event, occurrence of which the Company shall make disclosures to stock exchange(s) and host such disclosures on its website.

“**Stock Exchange**” means NSE-Emerge on which shares of the Company are listed.

3. Scope:

The Company shall disclose on its website all such events or information which has been disclosed to the stock exchange and such disclosures shall be hosted and retained on the website of the Company in accordance with SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

4. Content:

The events or information disclosed by the company to the stock exchange shall be hosted and retained on the company's website for a minimum period of 5 (five) years and thereafter the same shall be archived so as to be available for retrieval for a further period of three years by storing the same on suitable media. Thereafter depending upon the nature, materiality, impact and relevance of the material event, the disclosure of such material event can continue to remain hosted on the company's website for a longer period of time as may be decided by the Disclosure Committee from time to time.

5. Policy Review:

This Policy shall be subject to review as may be deemed necessary by the Board of Directors and in accordance with any Regulatory Amendments.
