



## **RDB REAL ESTATE CONSTRUCTIONS LIMITED**

### **ARCHIVAL POLICY**

In terms of the provisions of Regulation 30 and Regulation 46 of the Securities and Exchange Board of India “SEBI” (Listing Obligations and Disclosure Requirements) Regulations, 2015, {hereinafter called SEBI (LODR)} all the listed companies are required to formulate an Archival Policy that requires the company to disclose on its website all such events or information which has been disclosed to Stock Exchange(s) under this regulation for a minimum period of five years and thereafter to archive the same as per the archival policy of the Company which will also be hosted on the website of the Company.

#### **1. GOVERNING LAWS**

This policy shall be governed by the provisions of the SEBI Act & Rules and Regulations made thereunder and all other applicable laws for the time being in force.

#### **2. PURPOSE**

This Policy deals with the process to facilitate all stakeholders to access information on all events or information which has been disclosed by RDB Real Estate Constructions Limited (hereinafter referred to as “the Company”) to the Stock Exchange(s) under Regulation 30 of the SEBI (LODR) or any amendment thereto. Through this Policy, the Company aims to provide a framework for ensuring dissemination and accessibility to relevant, sufficient and reliable information on a timely and regular basis by all stakeholders.

#### **3. SCOPE**

This Policy is applicable to only those events or information which have been disclosed by the Company to the Stock Exchange(s) under Regulation 30 of SEBI (LODR) or any amendment thereto.

#### **4. EFFECTIVE DATE**

The Policy is effective from date of listing of the Company on Stock Exchange(s).

#### **5. MODE OF PRESERVATION, AUTHORITY & RESPONSIBILITY**

All the events or information which has been disclosed by the Company to Stock Exchange(s) under Regulation 30 of the SEBI (LODR) or any amendment thereto will be hosted by the Company on its website. After the initial period of 5 years, documents or information shall be and thereafter shall be moved/ transferred to archives folders under the respective heads/ sub-folders, in a way so that these can be searched easily as and when required by any person. The documents/ disclosures shall be kept in the archive folders for a further period of (3) years in the manner as deemed appropriate by the Company.

#### **9. MONITORING, REVIEW AND AMENDMENT**

The Company reserves its right to amend or modify this Policy in whole or in part, at any time without assigning any reason whatsoever. Any subsequent modification or amendment to the statutory provisions shall automatically apply to the policy.