



EIKO LIFESCIENCES LIMITED

F E E L T H E C H E M I S T R Y

EIKO LIFESCIENCES LIMITED

ARCHIVAL POLICY



1. Purpose

In pursuance of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”), Eiko Lifesciences Limited (“the Company”) is required to disclose on its website all such events or information which has been disclosed to stock exchanges where the securities of the Company are listed (“Stock Exchanges”) under Regulation 30 of Listing Regulations. Further, such disclosures shall be hosted on the website of the Company for a minimum period of 5 years and thereafter as per the archival policy of the Company, as disclosed on its website. Accordingly, the Company has adopted this “Archival Policy on disclosures to be hosted from time to time on the website of the Company” (“Policy”).

2. Scope

The Policy aims to retrieve all disclosures which are made to the stock exchanges after it is hosted on the website of the Company for the period referred herein above by specifying the period as laid down hereunder to ensure that the information is available even after the same are de-hosted from the Company’s website.

The Board of Directors may amend the Policy at any time Suo moto or subject to any further changes in the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015.

3. Definitions

“**Board**” means the Board of Directors of the Company.

“**Policy**” means Archival Policy of the Board.

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

“**Designated Person**” means the person as authorized by the board while adopting the policy.

4. Documents to be hosted on Website

The Company shall host on its website, information and documents which are required to be hosted as per the Companies Act, 2013 and Rules framed thereunder, SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015 (the "Regulations") and other applicable laws, Rules and Regulations.



5. Period of hosting the events or Information

The disclosures made by the Company to the Stock Exchanges under Regulation 30 of the Listing Regulations, shall be hosted on the website of the Company for a minimum period of 5 years.

In case the aforesaid disclosures are required by any applicable law or regulation to be hosted for a period longer than that mentioned above, such disclosures shall be hosted on the website of the Company for such longer period.

6. Archival of Documents

After the hosting period of five years is over, thereafter, such disclosures shall be kept in the archives of the Company for a period of 2 years. Thereafter, the information/documents may be deleted / removed from the website after obtaining approval from the Chief Financial Officer or Company Secretary.

7. Amendment

The Policy can be amended, modified, or revised by the Board of Directors of the Company from time to time. In case any provisions of the Policy are contrary to or inconsistent with the provisions of the Companies Act, 2013, rules framed thereunder and Listing Regulations (“Statutory Provisions”), the Statutory Provisions shall prevail.