

**KNR TIRUMALA INFRA PRIVATE LIMITED**

**ARCHIVAL POLICY**

## CLAUSE 1- POLICY STATEMENT

The Company is committed to establish and maintain information that meets its business needs, accountability requirements and stakeholder expectations. Through Archival Policy on one hand the Company aims to build a framework for ensuring dissemination of relevant, sufficient and reliable information on a timely and regular basis and to deal with the information that has presently lost its relevance, on the other. The Policy aims at nourishing the transparency, accountability and relationship of the Company with its stakeholders by providing a framework for disclosure of required information/ events on the website of the Company.

## CLAUSE 2- DEFINITIONS

**Act:** Act refers to Companies Act, 2013, rules framed thereunder and any amendments thereto.

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

**Archive:** A collection of historical documents or records providing information accumulated over the course of the Company's lifetime. It can also be termed as "Corporate Memory".

**Archives:** It is referred to a repository where the records are kept.

**Archivists:** Archivists is a person who, from time-to-time, reviews the requirement of hosting information on the web portal of the Company. The compliance officer/company secretary/ any Director of the Company, as designated by the Board of Directors, shall act as Archivists.

**Company:** Company refers to KNR Tirumala Infra Private Limited.

**Electronic Records:** Records communicated and maintained by means of electronic equipment.

**Policy:** Policy means this archival policy of the Company.

**Records:** A "record" is a database of disclosed information or events in any format or medium that has been created by or for the Company or received by the Company in connection with the transaction of the organization's affairs and operations.

## CLAUSE 3- OBJECTIVE OF THE POLICY

Pursuant to the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("**SEBI Listing Regulations**") requires every listed entity to formulate and make available on its website, an archival policy. This Policy has been prepared and adopted in accordance with the SEBI Listing Regulations to ensure protection, maintenance and archival of its disclosures, documents and records

that are placed on the website. All information and disclosures which have been made to stock exchange(s) by the Company under applicable listing regulations shall be available at [www.ktipl.co.in](http://www.ktipl.co.in)

#### CLAUSE 4- RECORD APPRAISAL

Determining the value of a Record is known as "appraisal". Appraisal is the process by which the Archivists determines the administrative, legal, and fiscal value as well as the historical and long-term research value of a Record. Once the value of a Record has been determined, a realistic retention period can be assigned to it subject to Clause 6 of this Policy. Appraisal can take place at any point during the Record's life cycle but is frequently done when the Record becomes inactive.

#### CLAUSE 5- APPRAISAL CONSIDERATION

Some of the considerations taken into account during the appraisal process include:

- administrative and operational need served by the Record;
- legal and fiscal regulations governing retention;
- historical significance;
- economic advantage of moving the records from high cost office storage to low cost records storage space or direct disposal;
- identification of materiality of Record after a stipulated time period and its impact thereon.

#### CLAUSE 6- ARCHIVAL POLICY

As per this Policy, every information that is material for the business affairs of the Company or that is mandated to be disclosed on the website as per the provisions of applicable statues, rules and regulations, shall be hosted on the website of the Company for ***a minimum period of 5 years from the date of occurrence/ happening of an event or transaction as the case may be*** or such other period as prescribed by the Regulations and/or applicable law. Thereafter, in the interest of stakeholders at large and on the basis of appraisal process, the Archivist may opt any of the following strategies:

- (a) extend the time period of hosting of the information on the Company's Website; or
- (b) dispose of the information if it is of no relevance; or
- (c) get it stored in the Archives section for future reference, if it is not relevant to host but have long term retention value.

#### CLAUSE 7- COMPLIANCE OFFICER

The Company Secretary shall be the Compliance Officer of the Company and in his/her absence, any director, as designated by board shall act as the compliance officer of the Company.

#### **CLAUSE 8- AUTHORITY & RESPONSIBILITY**

The Archivist shall be responsible to update the Archive section on the website of the Company from time to time, by placing the records therein. The authority for determining the time within which the Records will be moved to the Archive section shall be decided by the Archivist and be reported to the Board of Directors of the Company.

The Records shall be moved to the Archives by any person only after the approval of the Archivist.

#### **CLAUSE 8- EFFECTIVE DATE AND POLICY ENFORCEMENT**

The Policy, as approved by the Board of The Directors of the Company shall be effective from\_\_\_\_\_

#### **CLAUSE 9- AMENDMENT TO THE POLICY**

The Policy may be altered, amended or modified with the approval of the Board of Directors of the Company.

#### **CLAUSE 10- DISPOSAL AND DESTRUCTION OF RECORDS**

After the expiry of the retention period as per this Policy, the preserved documents may be destroyed. Destruction of documents as a normal administrative practice shall be followed for the records which are duplicate/unimportant/irrelevant.