

# **TRADEWELL HOLDINGS LIMITED**

## **POLICY FOR PRESERVATION OF DOCUMENTS AND ARCHIVAL OF DOCUMENTS**

### **BACKGROUND**

Pursuant to Regulation 30(8) and Regulation 46 of the SEBI Listing Regulations, all listed companies are required to host on its website various information required under the SEBI Listing Regulations and such disclosures shall be hosted on the website of the listed entity for a minimum period of five (5) years and thereafter as per the archival policy of the listed entity, as disclosed on its website, this Archival Policy (the "Policy") has been framed to provide guidelines for archival of records and documents.

### **OBJECTIVES OF THE POLICY**

Pursuant to Regulation 30(8) of the SEBI Listing Regulations, the Company shall disclose on its website all such events or information which has been disclosed to the Stock Exchanges under Regulation 30 of the SEBI Listing Regulations. Such disclosures shall also be hosted on the Company's website for a minimum period of five (5) years, as statutorily required, and thereafter as per the archival policy of the Company. The Policy shall be disclosed on the Company's website.

### **POLICY**

In accordance with the provisions of aforesaid regulation, the company shall ensure that all the information shall be hosted on the website for a period of five (5) years and thereafter will be archived for a period as board decided time to time and in the manner as deemed appropriate by the Company.

### **AMENDMENTS**

The Company may review and revise this Policy from time to time. The Board of Directors of the Company shall have the right to review or amend this Policy from time to time so that the Policy remains complied with applicable legal requirements.

### **DISCLOSURE ON WEBSITE**

The policy shall be continuously hosted on the website of the Company after the approval of the Board of Directors and after every amendment/ updating thereof.

\*\*\*\*\*