

ARCHIVAL POLICY

OF

SIGNATUREGLOBAL (INDIA) LIMITED
(Formerly known as Signatureglobal (India) Private Limited)

(Approved by the Board on 23.06.2022)



1. BACKGROUND

Regulation 30(8) read with Regulation 46 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended from time to time (“**Listing Regulations**”) refers to an archival policy as per which, all events or information which has been disclosed to stock exchange(s) under Regulation 30 of the Listing Regulations shall be hosted on the website of Signatureglobal (India) Limited (the “**Company**”) for a minimum period of five years and thereafter as per the archival policy of the Company, as disclosed on its website i.e. <https://www.signatureglobal.in>

2. PURPOSE

The purpose of the policy is to facilitate the following:

- a. Identification of records that are to be maintained permanently or for any other shorter period of time.
- b. Deciding the mode of preservation of documents, whether in physical form or in electronic form.
- c. Retention of records for the periods required by applicable laws and regulations and for other business reasons for a period of time that will reasonably assure their availability when needed.
- d. Preservation of the confidentiality and security of records/data.
- e. Systematic and non-selective temperament of records not necessary for legal or business reasons.

3. DEFINITIONS

“**Applicable laws**” means securities laws defined under Regulation 30(8) and Regulation 46 of the Listing Regulations and other laws and statutes applicable to the Company, mandating preservation of documents.

“**Board**” means board of directors of the Company as constituted from time to time.

“**Company**” means Signatureglobal (India) Limited (*Formerly known as Signatureglobal (India) Private Limited*).

“**Company Secretary and Compliance Officer**” means the company secretary and compliance officer appointed by the Board.

“**Document/s**” includes all papers, agreements, forms, memos, correspondences, records, files, books, etc., of the Company in physical or electronic forms.

“**Managing Director**” means the managing director appointed by the Board and the shareholders of the Company.



“**Effective Date**” means the date on which such Policy shall become effective from the date of listing of equity shares.

“**Policy**” means this policy on archival of the disclosures made for on the website for information and events communicated to stock exchanges formulated by the Company.

4. ARCHIVAL PROCESS

- i. All the relevant disclosures of information and events communicated to the stock exchanges under Regulation 30 of the Listing Regulations will be hosted on the website of the Company under the section entitled “*Investor Relations*” for a period of five years and thereafter the same shall be archived so as to be available for retrieval for a period of 2 year. Thereafter the said information /documents may destroyed as per the policy of the Company.
- ii. Anyone intending to review archived information and events communicated to the stock exchanges may write to the Company.
- iii. This policy will be periodically reviewed and amended based on any changes in the laws, rules and regulations applicable to the Company from time to time or changes in internal processes.
- iv. This policy shall also be disclosed on the website of the Company.

5. AMENDMENTS

The Board shall have the power to amend any of the provisions of this Policy, substitute any of the provisions with a new provision or replace this Policy entirely with a new Policy.

