



**ARCHIVAL POLICY FOR ARCHIVING DATA
AND DOCUMENTS IN RELATION TO THE
COMPANY**

MANGALAM ORGANICS LIMITED

ARCHIVAL POLICY FOR ARCHIVING DATA AND DOCUMENTS IN RELATION TO THE COMPANY

Preface:

Regulations 30(8) and 46 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("**Listing Regulations**") requires all listed companies to host all the disclosures of events and other information on its website for a minimum period of five years. Further, the Listing Regulations provide that after a period of five years the said disclosures be maintained as per the web archival policy of the concerned company.

Policy Objective:

To define principles and guidelines for ensuring protection, maintenance and archival of Mangalam Organics Limited ("**the Company**") disclosures, documents and records that are placed on its website www.mangalamorganics.com.

Disclosed Event/Information:

The events or information which has been disclosed by the Company to BSE Limited (hereinafter referred to as "**Stock Exchange**") in accordance with the Listing Regulations and the Company's Policy on Determination of Materiality of Events/Information shall be available on the Company's website for a period of five years from the date of its hosting on the website. Upon expiry of a period of five years from the date of such disclosures being hosted on the website of the Company, the disclosed event or information will be archived as per this Policy.

Archival and Preservation of Disclosed Events/Information:

The disclosed events/information on the website of the Company will be reviewed on an ongoing basis. All disclosed events/information on the website of the Company would be moved to an archival folder after a period of 5 years from the date on which such events/information are put up on the website. The archived folder would be available for a period of five years.

After the expiry of five years, the archived disclosures/announcements will be removed from the website of the Company.

The Company may use the services of an external vendor with appropriate experience and infrastructure in this regard.

Amendment:

Any amendment in this Policy may be carried out with the approval of the Board of Directors of the Company.