



Century Plyboards (India) Limited

Archival Policy

Scope and Purpose

Recognizing the need to ensure the preservation and availability of the Documents of the Company after their required regulatory preservation period, for any legal, administrative, and historical purposes, the Company adopts the archival policy in respect of Documents which are hosted on the website of the Company

This Archival Policy (the "Policy") has been adopted by the Board of Directors of the Company by passing of resolution through circulation on 30th November, 2015.

The Policy is based on the principle that information is one of the Company's most valuable assets and must be disseminated in an objective manner.

Obligations

- 1) The Company shall maintain a functional website containing the basic information about the Company.
- 2) All Documents generated, disclosed or received by the Company, on its website, for the purpose of shareholder communication, are the properties of the Company and constitute archival material.
- 3) The Company shall, inter-alia, disseminate the following information permanently, on its website, unless otherwise specified herein:
 - a) Details of its business;
 - b) Terms and conditions of appointment of independent directors;
 - c) Composition of various committees of Board of Directors;
 - d) Code of conduct of Board of Directors and senior management personnel;
 - e) Details of establishment of vigil mechanism/ Whistle Blower policy;
 - f) Criteria of making payments to non-executive directors , if the same has not been disclosed in annual report;
 - g) Policy on dealing with related party transactions;
 - h) Policy for determining 'material' subsidiaries;
 - i) Policy on determination of Materiality of events/ information
 - j) Policy on Preservation of documents

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l) Details of familiarization programmes imparted to independent directors including the following details:-

- number of programmes attended by independent directors (during the year and on a cumulative basis till date),
- number of hours spent by independent directors in such programmes (during the year and on cumulative basis till date), and
- other relevant details;

will be available for a period of 5 years. Thereafter the information will be stored for an additional period of 3 years. Consequent to completion of such additional period, the information will be removed from the website, at the discretion of the Board of Directors of the Company.

m) Email address for grievance redressal and other relevant details;

n) Contact information of the designated officials of the Company who are responsible for assisting and handling investor grievances;

o) Financial information including:

- notice of meeting of the Board of Directors where financial results shall be discussed;
- financial results, on conclusion of the meeting of the Board of Directors where the financial results were approved;
- complete copy of the annual report including balance sheet, profit and loss account, directors report, corporate governance report etc. will be available for a period of 5 years. Thereafter the information will be stored for an additional period of 3 years. Consequent to completion of such additional period, the information will be removed from the website, at the discretion of the Board of Directors of the Company.

p) Shareholding pattern will be available for a period of 5 years. Thereafter the information will be stored for an additional period of 3 years. Consequent to completion of such additional period, the information will be removed from the website, at the discretion of the Board of Directors of the Company.



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- q) details of agreements entered into with the media companies and/or their associates, etc;
 - r) Schedule of analyst or institutional investor meet and presentations made by the Company to analysts or institutional investors simultaneously with submission to stock exchange, will be available for a period of 5 years. Thereafter the information will be stored for an additional period of 3 years. Consequent to completion of such additional period, the information will be removed from the website, at the discretion of the Board of Directors of the Company.
 - s) New name and the old name of the Company (If any) for a continuous period of one year, from the date of the last name change;
 - t) Items in sub-regulation (1) of regulation 47 of Listing Regulations, 2015.
- 4) The Company shall disclose on its website all such events or information which has been disclosed to stock exchange(s) under this regulation, and such disclosures shall be hosted on the website of the Company for a minimum period of five years and thereafter as per this policy.
- 5) All entities falling under promoter and promoter group shall be disclosed separately in the shareholding pattern appearing on the website of all stock exchanges having nationwide trading terminals where the specified securities of the entity are listed, in accordance with the formats specified by SEBI.

Other Obligations

- 1) The Company shall ensure that the contents of the website are correct.
- 2) The Company shall update any change in the content of its website within two working days from the date of such change in content.
- 3) Archival material of the Company shall not be destroyed or purged without the approval of the Authorised Person.
- 4) Provided that nothing contained herein shall be deemed to lead to an exception in case of an accidental deletion, or deletion due to any system flaw, virus, or any other deletion, inaccessibility or loss due to any reason other than deliberate and determinate deletion.



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- 5) The Authorised Person, in consultation with the Board, will be responsible for deciding how long archival material is to be retained in and under the direct control of the officer concerned, if the law does not specify any time period. The period shall not be less than 3 years.