

# **FILTRON ENGINEERS LIMITED**

## **ARCHIVAL POLICY**

# Archival Policy

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# Archival Policy

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## 1. PREAMBLE

This Archival Policy will be known as "**FILTRON ENGINEERS LIMITED - Archival Policy**", hereinafter referred to as "this Policy". This Policy is framed in accordance with the new regulations issued by Securities and Exchange Board of India vide its Notification dated September 2, 2015 viz SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Listing Regulations) which mandates the listed entities to formulate a Policy for preservation and archival of documents disclosed on the website of the Company.

Accordingly, the Board of Directors (the "Board") of **FILTRON ENGINEERS LIMITED** (the "Company") at its meeting held on 13th February, 2016 has approved and adopted this Policy in compliance with the regulatory requirements.

## 2. POLICY OBJECTIVES

The Objective of this Policy is to preserve and archive the documents as disclosed on the Company's website.

## 3. APPLICABILITY OF REGULATIONS

This Policy has been made pursuant to Regulation 30(8) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended from time to time, hereinafter referred to as the "Regulations".

As per Regulation 30(8) of the Listing Regulations, the Company is required to disclose on its website all such events or information which is to be disclosed to the Stock Exchanges pursuant to this Regulations.

The disclosure made to the Stock Exchanges shall be hosted on the website of the Company for a minimum period of five (5) years and thereafter, as per Archival Policy of the Company, which has to be uploaded on the website of the Company.

This Policy shall come into effect from December 1, 2015.

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### **4. Archival of documents**

The disclosure made to stock exchange(s) shall be promptly uploaded and hosted on the website of the Company for a minimum period of five (5) years from the date of such hosting on the Website of the Company.

Thereafter, the information would be archived and would be retained by either of the Designated Person for a period of 3 years or such other period as may be decided by the Board, from time to time.

### **5. Disclosure of Policy**

This Policy shall be disclosed on the website of the Company in accordance with SEBI Listing Regulations

### **6. Review of Policy**

This Policy shall be reviewed by the Board of Directors of the Company as and when required. In case of any amendment(s), clarification(s), circular(s) etc. issued by the relevant authorities, not being consistent with the provisions laid down under this Policy, then such amendment(s), clarification(s), circular(s) etc. shall prevail upon the provisions hereunder and this Policy shall stand amended accordingly from the effective date as laid down under such amendment(s), clarification(s), circular(s) etc

### **7. Deviation of the Policy**

The Executive Directors, Company Secretary and Chief Financial Officer of the Company ('Designated Persons') are severally authorised to deviate from any clause and/or process of the Policy. The Designated Persons shall ensure that such deviation should not be inconsistent with the law. A detailed report of such deviation, if any, shall be placed with the Board of Directors at next meeting.

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