

GUJARAT TOOLROOM LIMITED
Archival Policy



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ARCHIVAL POLICY

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1. INTRODUCTION:

In terms of regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“**Listing Regulations**”), Gujarat Toolroom Limited (“**the Company**”) is required to disclose on its website all such events or information which has been disclosed to stock exchanges where the securities of the Company are listed (“**Stock Exchanges**”) under Regulation 30 of Listing Regulations. Further, such disclosures shall be hosted on the website of the Company for a minimum period of 5 years and thereafter as per the archival policy of the Company, as disclosed on its website. Accordingly, the Company has framed this policy duly adopted by the Board of Directors of the Company.

2. OBJECTIVE OF THE POLICY:

The objective of this policy is to ensure that all disclosures of events or information made to the Stock Exchanges pursuant to the Listing Regulations are hosted on the website and transferred to the Archive folder of the website of the Company after the completion of five years from the date of disclosure of event or information.

3. INTERPRETATION:

The words and expressions used and not defined in this policy but defined in the Companies Act, 2013 or rules made there under or the Securities and Exchange Board of India Act, 1992 or regulation made there under or Depositories Act, 1996 shall have the same meanings respectively assigned to them in those acts, rules and regulations.

4. ARCHIVAL POLICY

All the disclosures made by the Company to the Stock Exchanges under Regulation 30 of the Listing Regulations, shall be hosted on the website of the Company namely www.gujarattoolroom.com for a minimum period of 5 years. Disclosed Information after more than five years, shall be kept in the archives of the Company for a period of 1 year. Anyone intending to review that Disclosed Information may write to Compliance Officer of the Company.

In case the aforesaid disclosures are required by any applicable law or regulation to be hosted for a period longer than that mentioned above, such disclosures shall be hosted on the website of the Company for such longer period.

5. AMENDMENT:

Any change in the Policy shall be approved by the Board of Directors of the Company. The Board of Directors shall have the right to withdraw and / or amend any part of this Policy or the entire Policy, at any time, as it deems fit, or from time to time, and the decision of the Board in this respect shall be final and binding.

In case any provisions of the Policy are contrary to or inconsistent with the provisions of the Companies Act, 2013, rules framed thereunder and Listing Regulations (“**Statutory Provisions**”), the provisions of Statutory Provisions shall prevail.

6. DISSEMINATION OF THE POLICY

The policy shall be hosted on the website of the Company.
