GROMO TRADE & CONSULTANCY LIMITED

ARCHIVAL POLICY

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1. Background

The Securities and Exchange Board of India ("SEBI"), vide its Notification dated September 2, 2015, issued the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Listing Regulations). The Listing Regulations come into force from December 1, 2015. The Listing Regulations mandate listed entities to formulate a Policy for preservation and archiving of documents. It is in this context that the Document Retention and Archival Policy ("Policy") is being framed and implemented.

2. Archival Policy

The company shall disclose all such material events to the stock exchange and such disclosures shall be hosted on the website of the company for the period of 5 years and thereafter the same shall be archived so as to be available for retrieval for a further period of 3 years by storing the same on suitable media. Thereafter, the said information, documents, records may be destroyed as per policy on preservation of documents.