

**SANGHVI MOVERS LIMITED**

**ARCHIVAL POLICY**

## **Introduction**

The Board of Directors of Sanghvi Movers Limited (the "Company") has adopted this policy (the, "Policy") for the archival of documents of the Company in accordance with and to comply with the provisions of Companies Act, 2013 and rules thereunder and SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ('Listing Regulations'), as amended from time to time.

This Policy shall be effective from 05<sup>th</sup> February 2016.

## **Definitions**

All the words and expressions used in this Policy, unless defined herein, shall have meaning assigned to them in the Companies Act, 2013 and rules made thereunder, Listing Regulations and other applicable statutory enactments (collectively, the 'Statutory Provisions'), as the case may be, as amended, from time to time.

## **Objective**

The objective of this Policy is to ensure that the documents/records required to be prepared and disclosed to the stock exchanges pursuant to the Listing Regulations, whether physically or in electronic form be preserved for a minimum period of 8 years from the date of completion of relevant transaction.

Further, if any other applicable law requires the preservation of any of these Listing Records for a longer period or permanently, then those shall be preserved / maintained accordingly.

## **Archiving of documents hosted on the company's website**

The events or information of the Company disclosed to the stock exchanges (the "Disclosed Information") where the securities of the Company are listed, shall be disclosed on the website of the Company i.e. [www.sanghvicranes.com](http://www.sanghvicranes.com) (the "Website") and shall be hosted on the Website for a minimum period of five (5) years from the date of each such disclosure ("Mandatory Hosting Period").

The event / information disclosed to the stock exchanges including audio or video recordings, transcripts of investor conference calls having a bearing on the performance of the Company, price sensitive information and such other information as required under the Listing Regulations and /or other applicable laws shall be placed on the website of the Company under the section entitled "Investor Centre" for a minimum period of five years or such other period as prescribed by the Regulations and/or applicable law.

Beyond the Mandatory Hosting Period, the Disclosed Information shall be archived for such other additional period as may be required considering the requirement of various statutes, law, regulations etc. and other legal and administrative aspects (the "Archival Period").

No Disclosed Information shall be deleted or destroyed or purged from the Website or from the archival without the prior approval of any one of the Key Managerial Personnel of the Company, appointed under the Companies Act, 2013.

**Right to Access or Retrieve**

The Managing Director shall have the right of access to the Listing Records.

**Dissemination of Policy**

This Policy shall be hosted on the website of the Company.

**Amendment**

The Board has the right to amend or modify this Policy in whole or in part, at any time, without assigning any reason whatsoever, subject, however, to the condition that such alterations will be in consonance with the provisions of the Applicable Law.

Version	Particulars	Date	Approved by
1.0	New Policy adopted	05.02.2016	Board of Directors
2.0	Amendments	13.02.2025	Board of Directors