

METAL COATINGS (INDIA) LIMITED
ARCHIVAL POLICY

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1. Introduction

In the contemporary world of communication, information is a crucial asset flowing through various channels. Information management, especially the archiving of documents, plays a vital role in developing and maintaining a comprehensive information management strategy for any organization. This Archival Policy establishes a systematic basis for archiving, aiming for cost-effective, efficient, and reliable archive management within Metal Coatings (India) Limited.

Regulation 30(1) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 mandates that every publicly listed entity must disclose events or information deemed material by the Board of Directors. Furthermore, Regulation 30(8) requires these disclosures to be made available on the company's website for a minimum of five years, following its archival policy, and the said policy is required to be uploaded on the company's website.

Additionally, Regulation 46 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 stipulates that listed companies must maintain an operational website containing essential company information. Any changes in this information must be updated within two days on the website.

To comply with the relevant regulations, the company has established an "Archival Policy" aimed at maintaining the company's website appropriately and archiving content in accordance with specified regulatory requirements. This policy is in harmony with the guidelines set forth in Regulation 30 and Regulation 46 of the Listing Regulations.

2. Scope:

This policy is designed to safeguard, uphold, and systematically store pertinent information and disclosures featured on the Company's website. It encompasses the archiving of all events or information previously disclosed to stock exchange(s) and published on the Company's website.

3. Definitions

(i) Act: means the Companies Act, 2013, Rules framed thereunder and any amendments thereto.

(ii) Applicable Law: Any law, rules, regulations, circulars, guidelines, or standards under which the preservation or archival of Documents has been prescribed.

(iii) Appraisal: The process by which records are evaluated to determine whether they should be retained or destroyed, based on a set of principles.

(iv) Archived Documents: means details of events or information as placed or maintained in the archived or historic material events/information folder.

(v) Board: The collective body of directors of Metal Coatings (India) Limited.

(vi) Company: means METAL COATINGS (INDIA) LIMITED.

(vii) Designated Official: An officer of the Company entrusted with administering this Policy and implementing processes concerning archival of Records or Documents.

(viii) Electronic Form: Any contemporaneous electronic device such as a computer, laptop, compact disc, electronic cloud space, or any other storage and retrieval device.

(ix) Officer: Includes any director, manager, or key managerial personnel directing the Board.

(x) Records/Documents: All relevant information and necessary documentation relating to the Company and required to be maintained under the Applicable Law.

(xi) Policy Or This Policy: means Archival Policy.

(xii) Listing Regulations or SEBI (LODR) Regulations, 2015: means the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulation, 2015

4. Objective

The major focus of this Policy is to create archives that provide evidence for daily activities, keep track of transactions, ensure security and verified access, preserve Documents for legal and historical purposes, dispose of Documents according to authorized schedules, ensure backup for continuity in the event of a disaster, and comply with all regulatory requirements.

5. Archival Period:

For events or information disclosed under Regulation 30 of the SEBI (LODR) Regulations, 2015:

1. All disclosures made under Regulation 30 will be available on the Company's website for five years from the date of uploading.
2. If any Events or information requiring longer disclosure, due to appropriate reasons, may be posted for an extended period.

For disclosures under other Applicable Laws:

1. All Information required by any other Applicable Law will be hosted on the Company's website for the prescribed period as mentioned in appropriate law.
2. In cases where the law does not specify a hosting period, the event or information will be on the website for a period of two years from the date of uploading or until it remains relevant.
3. After the period as above in Para (1) and (2), the same may be removed from the website.

6. Procedure:

The Company Secretary and Compliance Officer are responsible for compiling and organizing the necessary data or information that needs to be uploaded to the Company's website.

7. Monitoring and Review

Regular monitoring and review of the Archival Policy will be undertaken to ensure its continued relevance and compliance. This process will involve periodic assessments and evaluations to identify any changes in regulatory requirements, industry standards, or internal needs that may impact the policy. The Company Secretary and Compliance Officer will be responsible for conducting these reviews, and any necessary updates or modifications to the Archival Policy will be implemented to align with current best practices and legal obligations.

8. Amendment

The Board retains the authority to amend or adjust this Policy, provided such changes align with and adhere to applicable legal requirements.

9. Disclaimer

This Policy does not override any existing laws or regulations. In the event of a conflict, Applicable Law will prevail. The Company will make this Policy publicly accessible by posting it on the official website. Any requisite disclosures related to this policy will be duly made in accordance with the stipulations outlined in the LODR Regulations and the Companies Act of 2013.
