



CENTURY ENKA LIMITED

**POLICY FOR ARCHIVAL OF
DOCUMENTS**

DOCUMENT CONTROL

Document version

This policy document named as “**Policy for Archival of Documents**” is version 1.1.

Revision history

Sr. No.	Date of approval /modification	Version No.	Modified by	Reviewed and approved by
1	30.11.2015	Ref: WD/LC/14 was considered as version 1.0	Company Secretary	Board of Directors
2	11.05.2022	1.1	Company Secretary	Board of Directors

Issuing Authority

This policy is approved by the Board of the Company.

Author and Responsible Official

This policy is to be maintained and updated by way of additions, deletions and modifications, only by the Legal and Secretarial Department. In case of any additions, deletions and modifications, this policy shall be reviewed by Managing Director and subsequently approved by the Board of Directors.

Whenever this policy is amended, the version increases by one unit and the version is to be mentioned in the Document Control section.

Applicability and Usage

This policy document applies to **Century Enka Limited**.

PREFACE

Pursuant to Regulation 30(8) of the Listing Regulations, the listed entity shall disclose on its website all such events or information which has been disclosed to stock exchanges under regulation 30. Such disclosures shall be hosted on the website of the listed entity for a minimum period of five years and thereafter as per the Policy for Archival of Documents of the listed entity.

Pursuant to the Listing Regulations and Good Corporate Governance Practice, the Company has formulated this policy named as "Policy for Archival of Documents" to ensure protection, maintenance & archival of the disclosures hosted on the website.

DEFINITION

- a) '**Board**' or '**Board of Directors**' shall mean the Board of Directors of the Company.
- b) '**Company**' means Century Enka Limited unless the context otherwise provides.
- c) '**Compliance Officer**' means compliance officer appointed in terms of regulation 6 of the Listing Regulations.
- d) '**Listing Regulations**' means the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.
- e) '**Policy**' or '**this Policy**' means Policy for Archival of Documents.
- f) '**SEBI**' means the Securities and Exchange Board of India.
- g) '**Securities laws**' means the Securities and Exchange Board of India Act, 1992, the Securities Contracts (Regulation) Act, 1956, the Depositories Act, 1996, and the provisions of the Companies Act, 1956 and Companies Act, 2013, and the rules, regulations, circulars or guidelines made thereunder.
- h) '**Year**' means a period of 12 months beginning on 1st April and ending on 31st March of the subsequent calendar year.

Other terms used in the policy but not specifically defined here shall have the same meaning assigned to them in the Securities Laws.

DOCUMENTS HOSTED ON THE COMPANY'S WEBSITE

Pursuant to Listing Regulations, the Company shall maintain a functional and updated website. The events or information of the Company required to be disclosed to the stock exchanges under Regulation 30 of the listing regulations (the 'Disclosed Information') shall also be disclosed on the website of the Company i.e., www.centuryenka.com (the 'website'). Pursuant to the Listing Regulations, the said disclosure shall be hosted on the website for a minimum period of five (5) years from the date of hosting. ('Mandatory Hosting Period').

After the completion of mandatory hosting period, the Disclosed Information shall be archived for such other additional period as may be decided by the Managing Director or Compliance Officer of the Company considering the requirement of various statutes, law, regulations etc. and other legal and administrative aspects.

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

INTERPRETATION OR MODIFICATION

The Board of the Company shall have authority to amend or modify this Policy, to align with any amendments made to the Listing Regulations or such other circulars, SOP's, guidelines, standards or regulations issued by SEBI, Stock Exchange(s) or any other statutory authority or as and when deemed fit.

In the event of inconsistency of this Policy with any statutory provisions, then the relevant provisions of such applicable law shall prevail upon the provisions of this Policy.