

## **DOCUMENT RETENTION AND ARCHIVAL POLICY**

### **I. 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. Regulations 30(8) of the said 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 is being framed and implemented.

### **II. EFFECTIVE DATE**

The Policy as approved by the Board of Directors shall be effective from December 1, 2015.

### **III. DEFINITIONS**

- a) **“Board”** means the Board of Directors of the Company.
- b) **“Company”** means Uday Jewellery Industries Limited.
- c) **“Events”** or **“Information”** refers to the information/ events that are required to disclose on the website of the Company in terms of Regulation 30(8) of the Regulations and other Applicable Law.
- d) **“Listing Regulations”** or **“Regulations”** means the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (including any amendments thereof).
- e) **“Policy”** means this Policy on retention and archiving of documents, as amended from time to time.
- f) **“Stock Exchange(s)”** means BSE Limited and the Calcutta Stock Exchange Limited,, where the equity shares of the Company are listed.



#### **IV. POLICY**

- a) The Company shall disclose on its website, [www.udayjewellery.com](http://www.udayjewellery.com), under the heading “Investors” all such events or information (“disclosures”) which are required to be disclosed to the stock exchanges under Regulation 30 read with Schedule III of the Listing Regulations.
- b) The disclosures made to the stock exchanges, under Regulation 30 of the Listing Regulations, shall be hosted on the Company’s website for a period of five years from the date of initial posting.
- c) The disclosures shall thereafter be archived under the heading “Archives” and shall be retained on the Company’s website for such period as may be decided by the Managing Director from time to time, subject to applicable law.

#### **V. AMENDMENTS**

The Board shall have the power to amend any of the provisions of this Policy, substitute any of the provisions with a new provision or replace this Policy entirely with a new Policy.

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