



POLICY ON ARCHIVAL OF DOCUMENTS

1. BACKGROUND

The securities exchange Board of India (SEBI) vide its notification dated 2nd September 2015 has issued the SEBI (Listing obligation and Disclosure Requirement) Regulation, 2015 (“The Regulation”). The Regulation Come in to force from December 1, 2015. The Regulation mandate listed entities to make an archival policy. In this regards the following policy is formulation as per approval of the Board of Directors.

2. OBJECTIVE:

The objective behind the policy is to extent the period for maintenance and preservation of Documents, which the Regulations has prescribed for provide the event on Company’s Website.

As per Regulation 30 (8) of the SEBI (Listing obligation and Disclosure Requirement) Regulation, 2015, “Every Listed Entity Shall Disclose on its website all such event or information which has been disclosed to the Stock Exchange under this regulation and such disclosure shall be hosted on the website of the listed entity for a minimum period of five years and thereafter as per the archival policy of the Listed entity, as disclosed on the website.

3 ARCHIVED POLICY:

In accordance with provision of the aforesaid regulation the Company shall ensure that all the information shall be hosted at the **Investor relation** section on the Company’s website (www.polylinkpolymers.com) for a period of five years.

Thereafter, the same shall be transferred to the archives section till such time as may be instructed by the Chairman of the company. However, in case of any updation in disclosure of such published record, the older record can be removed from the website of the Company as per the will of the Directors of the Company or the Company Secretary, provided it does not lead to contravention of any law(s) or regulation(s) in force.

4. EFFECTIVE DATE:

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