P.N.GADGIL & SONS LTD

ARCHIVAL POLICY

PREFACE

The Archival Policy (the "Policy") has been framed in accordance with Regulation 30(8) of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations").

COMMENCEMENT

This policy shall be effective from 30th March, 2018

OBJECTIVE

The objective of the Policy is to decide the process and manner of archiving the disclosures made to the Stock Exchanges under the Listing Regulations, which are hosted on the website of P.N.GADGIL & SONS LTD ("the Company"), in accordance with Regulation 30 of the Listing Regulations.

ARCHIVAL PROCEDURE

(a) The Company shall disclose on its website under "Investor Information" section under the heading "Shareholder Information" 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 shall be hosted on the Company's website for a period of five years from the date of initial posting.

(c) For ensuring safety of the data hosted on the website of the Company, back-up of the website shall be taken periodically.

(d) After five years, such disclosures shall be removed from the Company's website and preserved in a secured server. Such disclosures shall be preserved in a logical manner e.g. as per nature/year of disclosures, etc. to facilitate easy retrieval, as and when required. The disclosures shall be preserved in a non-editable format for a further period of five years ("Preservation Period") in the server. After the end of Preservation Period, such archives would be deleted from the server.

ACCESS TO ARCHIVED DISCLOSURES

The Whole Time Directors, the Company Secretary and Head-IT Department shall have access to the archived disclosures.

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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