

P S RAJ STEELS LIMITED
(FORMERLY KNOWN AS P S RAJ STEELS PRIVATE LIMITED)

ARCHIVAL POLICY

➤ **INTRODUCTION:**

In pursuance of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations"), P S Raj Steels Limited ("the Company") is required to disclose on its website all such events or information which has been disclosed to stock exchanges where the securities of the Company are listed ("Stock Exchanges") under Regulation 30 of Listing Regulations.

Further, such disclosures shall be hosted on the website of the Company for a minimum period of 5 years and thereafter as per the archival policy of the Company, as disclosed on its website.

Accordingly, the Company has adopted this "Archival Policy" ("Policy") on disclosures to be hosted from time to time on the website of the Company.

➤ **DOCUMENTS TO BE HOSTED ON WEBSITE:**

The Company shall host on its website, information and documents which are required to be hosted as per the Companies Act, 2013 and Rules framed thereunder, SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015 (the "Regulations") and other applicable laws, Rules and Regulations.

➤ **PERIOD OF HOSTING THE EVENTS OR INFORMATION:**

The disclosures made by the Company to the Stock Exchanges under Regulation 30 of the Listing Regulations, shall be hosted on the website of the Company for a minimum period of 5 years. In case the aforesaid disclosures are required by any applicable law or regulation to be hosted for a period longer than that mentioned above, such disclosures shall be hosted on the website of the Company for such longer period.

➤ **ARCHIVAL OF DOCUMENTS:**

After the hosting period of five years or such other period as may be prescribed, is over, the aforementioned disclosures shall be kept in the archives of the Company for a period of 2 years. Thereafter, the information/documents may be deleted / removed from the website after obtaining approval from the Chief Financial Officer or Company Secretary or any other authorized person for it. Provided however, if the size of documents is very large to archive certain documents, then such documents may be removed/deleted from archives after taking prior approval of Chief Financial Officer or the Company Secretary or any other authorized person for it.

➤ **AMENDMENT:**

The Policy can be amended, modified or revised by the Board of Directors of the Company from time to time. In case any provisions of the Policy are contrary to or inconsistent with the provisions of the Companies Act, 2013, rules framed thereunder and Listing Regulations ("Statutory Provisions"), then such Statutory Provisions shall prevail.