

# TERAI TEA COMPANY LIMITED

**REGD.OFFICE:** 10 GOVERNMENT PLACE (EAST), 1ST FLOOR, KOLKATA – 700069 INDIA

**Telephones: (91) (33) 4021-4444, Fax: (91) (33) 2248 9182**

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**CIN: L51226WB1973PLC029009**

## Archival Policy

### 1. Background

1.1 Terai Tea Company Limited (“Company”) maintains a website [www.teraignroup.com](http://www.teraignroup.com) which *inter alia* contains details of the Company’s business and operations, its Mission, Vision and Values; its Board and various Committee; its corporate policies, its Corporate Governance, sustainability initiatives. The website also hosts information mandated by statutory authorities under various laws, including the Companies Act, 2013 (the “Act”) as amended from time to time and the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“the Regulations”), as amended from time to time.

1.2 Regulation 30(1) of the Regulations requires every listed entity to make disclosures of any events or information which, in the opinion of the board of directors of the listed company, is material.

1.3 Regulation 30(8) of the Regulations requires that a listed entity shall disclose on its website all such events or information which has been disclosed to stock exchange(s) under this regulation, and such disclosures 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 its website.

1.4 In view of the above, the Company has framed this Archival Policy to determine the period for which the information required by the Company to be disclosed on its website, will be hosted on the website and the period for which it will be archived thereafter.

### 2. Scope of the Policy

2.1 This Policy provides a framework for ensuring that information relating to the Company is adequately disclosed on its website as required by law and archived for a specified period as per section 4, to facilitate retrieval, if required.

### 3. Disclosure of information on website

3.1 The respective Functional Heads will be responsible for ensuring that the information supplied to the Corporate Communications Department for uploading on the Company’s website is correct, complete and kept current at all times. They will be responsible for ensuring that any changes required to be made to keep the information updated is promptly conveyed to the Corporate Communications Department, in any case not later than one working day.

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3.2 The Company Secretary or Compliance Officer appointed under the Regulations will be responsible for ensuring that all information required to be statutorily disclosed on the Company's website is promptly provided to the Corporate Communications Department for uploading on the website and that the same is correct, complete and kept updated at all times. Any change in the content of its website shall be updated by the Corporate Communications Department within two working days from the date of such change in content.

## 4. Archival period

### 4.1 For events or information disclosed under Regulation 30

4.1.1 All events or information disclosed under Regulation 30 to the Stock Exchanges on which the Company is listed and hosted on the Company's website shall be available on the Company's website for a period of five years from the date of uploading of the same on the website.

4.1.2 However, based on feedback over a period of time, if the disclosure requires a longer storage, the same will be considered appropriately.

### 4.2 For disclosures made under other statutes/legislations

4.2.1 All information required to be uploaded on the Company's website in pursuance of any other statute / legislation / regulation, shall be hosted on the Company's website for such period as many be mandated by that statute / legislation / regulation.

4.2.2 In cases where the concerned statute / legislation / regulation does not prescribe any period, the required data shall be hosted on the website for a maximum period of two years from the date of uploading or till it is relevant.

4.2.3 After a period as above in section 4.2.2 has elapsed since the date of uploading of the information on the Company's website, the same may be removed from the website.

## 5. Revision of policy

5.1 This Policy may be reviewed and amended by the management, as and when deemed necessary.

## 6. Effective Date

6.1 This policy shall come into effect from December 1, 2015