

# **BEEKAY STEEL INDUSTRIES LIMITED**

## **POLICY ON ARCHIVAL OF DOCUMENTS**

## **1. Background**

The Securities and Exchange Board of India (“SEBI”), vide its Notification dated September 2, 2015, has issued the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Regulations”). The Regulations came into force from January 1, 2020. The Regulations mandate listed entities to formulate an archival policy, it is in this context that the Policy on Archival of Documents (“Policy”) is being framed and implemented.

## **2. Objective of the Policy**

The objective of this Policy is to comply with Regulation 30(8) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as mentioned below:

“The 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.”

## **3. Archival Policy**

In accordance with the provisions of the aforesaid Regulation, the Company shall ensure that all the information shall be hosted on the Company’s website ([www.beekaysteel.com](http://www.beekaysteel.com)) for a period of 5 years and thereafter will be archived for a period of 1 year.

## **4. Effective Date**

The Policy, as approved by the Board of Directors, shall be effective from January 1, 2020.

## **5. Amendment**

The Board of Directors on its own and /or as per the recommendations of the Committee may amend this Policy, as and when deemed fit.

In case of any amendment(s), clarification(s), circular(s) etc. issued by the relevant authorities, not being consistent with the provisions laid down under this Policy, then such amendment(s), clarification(s), circular(s) etc. shall prevail upon the provisions given in this Policy and the Policy shall stand amended accordingly from the effective date as laid down under such amendment(s), clarification(s), circular(s) etc.