# VELAN HOTELS LIMITED

## ARCHIVAL POLICY

### 1. Preface:

Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (effective 1st December, 2015), requires every Listed Company to formulate an Archival Policy.

### 2. Definitions:

"Board of Directors" or "the Board" means the Board of Directors of Velan Hotels Limited, as constituted from time to time.

"Company" means Velan Hotels Limited.

"Listing Regulations" means the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015.

"Policy" means this Archival Policy.

"Material Events" means events as specified in Schedule III to the Listing Regulations from time to time upon occurrence of which the Company shall make disclosures to stock exchange(s) and host such disclosures on its website.

### 3. Purpose & Scope:

Pursuant to Regulation 30 of the Listing Regulations, the Company shall disclose on its website all such events or information which have been disclosed to stock exchange and such disclosures shall be hosted and retained on the website of the Company.

### 4. Policy:

The disclosure of material events shall be hosted and retained on the Company's website for a minimum period of 5(five) years. Thereafter depending upon the nature, materiality, impact and relevance of the material event, the disclosure of such material event can continue to remain hosted on the Company's website for a longer period of time as may be decided by the Company from time to time.

### 5. Amendments to the Policy

Any subsequent amendment(s)/modification(s) in the Listing Regulations and/or other applicable Laws in this regard shall automatically apply to this Policy.

The Managing Director / Executive Director / Head of Secretarial Department of the Company is authorized to make such alterations to this Policy as considered appropriate, subject, however, to the condition that such alterations shall not be inconsistent with the provisions of the Listing Regulations.