

Archival Policy

[Adopted by the Board on 29th May 2024]

1. Introduction:

In terms of Regulation 30(8) and Regulation 46 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (the “SEBI Listing Regulations”), requires every listed company 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 (the “Stock Exchanges”) and shall be hosted on the website of the Company for a minimum period of 5 years and thereafter as per this Archival policy (‘the Policy’) of the Company which has been framed to provide guidelines for archival of records and documents. as disclosed on its website.

Accordingly, the Board of Directors (the “Board”) of Kanchi Karpooram Limited (the “Company”) has adopted the following policy in its meeting held on 29th May, 2024, This Policy will be effective from the date of listing of equity shares of the Company.

2. Definitions:

“Policy” means this Archival Policy.

“Material Events” means events as specified in Schedule III to the Listing Regulations and upon the occurrence of which a listed entity shall make disclosures to stock exchange(s) and host such disclosures on the listed entity’s website.

3. Purpose & Scope:

The purpose of this Policy is to

- Identify information, documents, material events, etc. which are required to be disclosed on the website of the Company;
- ensure that the Company discloses all such events or information which has been disclosed to Stock exchanges on its website;
- ensure that such disclosures are hosted and retained on the website of the Company for a minimum period of 5 (five) years and thereafter, as per this Policy;
- Ensure that documents/ information/ events which are required to be uploaded on the website of the Company for a particular period, shall be deleted after the due date without movement in archives folder;
- Ensuring that certain documents like policies of the Company, codes of conduct and other documents which are required to be continuously displayed on the website, shall not be archived;

This Policy defines the time period for which material events likely to affect the working of the Company be disclosed on the Company's website after the lapse of the aforementioned minimum period of five years.

4. Policy:

As mentioned above, disclosure of material events shall be hosted and retained on the Company's website i.e. for a minimum period of 5 (five) years. 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 decided by the Board from time to time. Disclosed information after more than five years, shall be kept in the archives of the Company for a period of 3 years. Anyone intending to review those disclosed information may write to Compliance Officer of the Company. 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.

5. Amendment:

Any change in the Policy shall be approved by the Board of Directors of the Company. The Board of Directors shall have the right to withdraw and / or amend any part of this Policy or the entire Policy, at any time, as it deems fit, or from time to time, and the decision of the Board in this respect shall be final and binding. 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”), the provisions of Statutory Provisions shall prevail.

6. Officer responsible:

The Company Secretary and any other person authorized by the board of the Company shall be responsible for ensuring overall compliance of this Policy.

7. Disclosure:

This Policy will be disclosed on the Company’s website. (www.kklgroup.in)