

# POLICY FOR ARCHIVAL

## MARSONS LIMITED

Regd. Off: Marsons House, Budge Budge Trunk Road, Vill. - Chakmir, P. O.  
Maheshtala, Kolkata- 700 142

Approved By: Board of Directors

Date: 14<sup>th</sup> November' 2015

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Seema

A. K. Saha

Toina Saha

# MARSONS LIMITED

## Archival Policy

### PREAMBLE

All listed companies as per Chapter IV Regulation 30 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Equity Listing Agreement has to formulate a archival policy which read as follows:

“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.”

### POLICY:

The Company will disclose all such events or information on the website of the company which has been disclosed to Stock exchange for minimum five years and after that as per archival policy.

The archive policy should contain things such as:

1. The criteria for archiving data. There will likely be separate criteria for each data type.
2. The duration for which data will remain in the archive. This can vary for each data type.
3. The mechanisms that will be used to facilitate the archival process.

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*Source*



*A. L. Sinha*

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