



# emami\* limited

## Archival Policy

### **Introduction**

The Securities Exchange Board of India, on 2nd September, 2015, has come out with the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Regulations, 2015). By virtue of the said Regulations, 2015, Emami Limited (the "Company") has framed this archival policy which has been adopted by the Board of Directors of the Company at its Meeting held on 29<sup>th</sup> October, 2015.

### **Archival Requirements**

As per Regulation 30 of SEBI (Listing Obligations & Disclosure Requirements) Regulations 2015 (herein after called "the Listing Regulations") the Company is required to disclose on its website all such events or information which is to be disclosed to the Stock Exchanges pursuant to these regulations.

The abovesaid disclosures made to the Stock Exchanges would be hosted on the Company's website for a minimum period of five years from the date of such hosting. The information which are more than five years old will be archived from the website of the Company and shall be maintained by the Company for a period of three years.

### **Review of Policy**

In case there are any regulatory changes, the policy shall be reviewed and amended with due approval from the Managing Director.