

ARCHIVAL POLICY

➤ **PREAMBLE:**

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 Regulation mandates 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.

➤ **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.

➤ **ARCHIVAL POLICY :**

All the disclosures made under Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 shall be hosted on the website of the Company namely www.maximaagroup.com for a minimum period of 5 years and thereafter such disclosures shall be kept in the archives of the Company for a period of 1 year and will be deleted or disposed of in the manner as found appropriate to the Board of Directors.

In case the aforesaid disclosures are required by any applicable law(s) or regulation(s) 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.

➤ **REVIEW OF THE POLICY:**

The policy shall be reviewed by the Board of Directors of the Company after every three years and any changes shall be approved by the Board of Directors.