



ZENITH FIBRES LIMITED

Archival Policy

1. Background:

Pursuant to Regulation 30(8) and 46 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 as amended from time to time (“SEBI Listing Regulations”), Zenith Fibres Limited (“Company”) is required to frame an archival policy to provide guidelines for archival of records and documents required to be disclosed on the website of the Company as per Statutory/Regulatory mandates.

2. Objective:

Pursuant to Regulation 30 of the SEBI Listing Regulations, the listed entity shall disclose on its website all such events or information which have been disclosed to stock exchange(s) under the said regulation, and such disclosures shall be hosted on the website of the Company for a minimum period of 5 (five) years and thereafter as per the archival policy of the Company as defined hereunder.

This Policy shall be disclosed on the Company’s website i.e. www.zenithfibres.com in order to inform the stakeholders to facilitate them to retrieve past information which is of a Statutory/Regulatory nature for a period as disclosed in the Policy.

3. Archival Information:

The information that needs to be archived under the SEBI Listing Regulations comprises financial data, press releases, announcement on certain information and events, disclosed by the Company under Regulation 30 and other applicable provisions of the SEBI Listing Regulations. The Investor’s page including the links thereunder, provide access to financial documents/information which are regulatory in nature such as Annual Reports and Financial Results and information/data which is relevant to the media, researchers or investors.

The information as Statutory/Regulatory required to be disclosed under the said regulations shall be hosted on the Company’s website for a minimum period of 5 (five) years from the date of first hosting of such information and thereafter the said information will be moved to an archival folder for a further period of 1 (one) year in the manner as may be deemed appropriate by the Company.

4. General:

In case of any subsequent changes in the provisions of the SEBI Listing Regulations or any other regulations which make any of these clauses/provisions in this Policy inconsistent with the SEBI Listing Regulations, the provisions of such regulations shall prevail.

5. Amendments:

The policy shall be reviewed annually or at earlier intervals, if necessary. Consequent upon any changes in regulatory guidelines, such change shall be deemed to be a part of the Code and same shall be placed before the Board in ensuing Board Meeting for ratification/approval.

Effective Date: 1st December, 2015