



***BELIEVE IN THE POWER OF US***

## POLICY ON ARCHIVAL OF DOCUMENTS

## 1. Background:

- 1.1 The Securities and Exchange Board of India has notified the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (**"Listing Regulations"**).
- 1.2 Regulation 30(8) of Listing Regulation mandates the listed entities to formulate a policy for archival of information/events disclosed on the website of TVS Supply Chain Solutions Limited (**"Company"**).
- 1.3 In view of the above, the Board of Directors (**"Board"**) of the Company has adopted the following Policy on Archival of Documents (**"Policy"**) on August 3, 2023.

## 2. Statutory Requirement and Objective of the Policy:

- 2.1 Regulation 30(1) of the Listing Regulations requires every listed entity to make disclosures of any events or information which, in the opinion of the Board of the listed company, is material which has been defined as per the policy on determination of materiality of events and information.
- 2.2 Pursuant to the Regulation 30 (8) of the Listing Regulations, the Company shall disclose on its website all such events or information which has been disclosed to stock exchange(s) under Regulation 30 of the Listing Regulation and such disclosures shall be hosted and retained on the website of the Company for a minimum period of 5 (five) years from the date of its publication (**"Mandatory Hosting Period"**) and thereafter, as per this Policy.
- 2.3 This Policy defines the time period for which the disclosed information shall be archived beyond the Mandatory Hosting Period considering the requirements of various statutes, law, regulations etc. and other legal and administrative aspects (**"Archival Period"**). **"Archival"** under this Policy shall mean accumulation/storage of historical records on server/network or at a physical place.

## 3. Disclosures on Website & Archival Mechanism

The event/information which have been disclosed to the stock exchange shall be displayed on the website of the Company for the Mandatory Hosting Period. The aforesaid information which is more than 5 (five) years old will be archived from the website of the Company and shall be maintained by the Company for a further Archival Period of 3 (three) years.

#### **4. Review & Amendment**

- 4.1 The Policy shall be reviewed as and when required to ensure that it meets the objectives of the relevant regulation and remains effective. The Board has the right to amend any provision of this Policy at its discretion.
- 4.2 In case of any amendment(s), clarification(s), circular(s), etc. issued by the relevant authorities, not being consistent with the provisions laid down under this Policy, then such amendment(s), clarification(s), circular(s), etc. shall prevail upon the provisions hereunder and this Policy shall stand amended accordingly from the effective date as laid down under such amendment(s), clarification(s), circular(s), etc.