

THE INDIA CEMENTS LIMITED CHENNAI

POLICY ON ARCHIVAL OF DOCUMENTS

1.0 INTRODUCTION

The Policy on Archival of Documents is framed in compliance with Regulation 30(8) of Securities and Exchange Board of India (SEBI) (Listing Obligations and Disclosure Requirements) Regulations, 2015.

2.0 OBJECTIVE

The objective of this Policy is to provide a framework to archive the documents hosted in Company's website www.indiacements.co.in.

3.0 DEFINITIONS

- (a) "Act" means The Companies Act, 2013 and the Rules made thereunder including any statutory modifications or re-enactments thereof for the time being in force.
- (b) "Board" or "Board of Directors" means collective body of Directors of the Company.
- (c) "Company" means The India Cements Limited.
- (d) "Documents" means any electronic media contents (other than computer programs or system files) that are intended to be used in either an electronic form or as printed output.
- (e) "Policy" means Policy on Archival of Documents formulated by the Company.
- (f) "Regulations" means Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 [SEBI (LODR) Regulations] and any amendments made thereto.
- (g) "Website" means Website of the Company viz., www.indiacements.co.in.

4.0 SCOPE AND APPLICABILITY

In compliance with the provisions of the Companies Act, 2013 and the Rules made thereunder, SEBI (LODR) Regulations and in line with the Company's Policy for Determination of Materiality of Events or Information, the Company is submitting periodical and other disclosures / documents / information to stock exchanges and the same is simultaneously hosted on the website of the Company. This Policy shall cover archival of such documents, disclosures made in the Company's website to serve as a historical data.

5.0 POLICY ON ARCHIVAL OF DOCUMENTS

This Policy on Archival of Documents applies to such documents / disclosures / information hosted and available to the public on the website of the Company as detailed hereunder:

- 5.1** The investor's corner web page, which provides access to all disclosures / information / filings including annual reports and financial results made to Stock Exchanges under SEBI (LODR) Regulations, 2015 and any other Regulation / statutory laws, as are in force from time to time.
- 5.2** All other disclosures / documents / information hosted on the Company's website.

The aforesaid information / disclosures so hosted shall be retained on the Company's website for a minimum period of five years from the date of such hosting and thereafter, the same shall be archived and preserved for a further period of three years.

6.0 APPROVAL / AMENDMENT OF POLICY

This Policy on Archival of Documents was approved by the Board of Directors and the same shall be reviewed by the Board of Directors as and when required to ensure that the Policy remains effective and meets its objectives. This Policy (as amended from time to time) will be made available on the Company's website: www.indiacements.co.in.

**N.SRINIVASAN
VICE CHAIRMAN &
MANAGING DIRECTOR**

Date: 11.02.2019