

POLICY ON ARCHIVAL OF DOCUMENTS

[Under Regulation 30(8) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015]

1. PURPOSE AND SCOPE

1.1 The purpose of this document is to present a policy statement for **Mishtann Foods Limited** (Company) regarding archival of documents in the website in accordance with the provisions of the Companies Act, 2013 and Regulation 30(8) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("LODR").

2. STATUTORY MANDATE

The archival policy is mandated by the provisions of regulation 30(8) of LODR, 2015. Under this regulation, the Company has a strategic objective of ensuring that significant documents are safeguarded and preserved to ensure its longevity of priority documents including its electronic resources.

4. DEFINITIONS

- a) "Act" means the Companies Act, 2013 including any amendment or modification thereof.
- b) Board: Board means Board of Directors of the Company
- c) Compliance Officer: "Compliance Officer" means the Company Secretary of the Company who is responsible to perform duties as required under section 205 of the Companies Act 2013 and Regulation 6 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015.
- d) Document: "Document" means all business records of the Company in written, printed and recorded matter and electronic forms of records and includes summons, notice, requisition, order, declaration, form and register, whether issued, sent or kept in pursuance of the Companies Act 2013, SEBI Act 1992 or under any other law for the time being in force or otherwise, maintained on paper or in electronic form;
- e) Employees: "Employees" shall mean the employees and office-bearers of the Company, including but not limited to Whole Time Directors.
- f) Key Managerial Personnel: "Key Managerial Personnel" shall mean the officers of the Company as defined in Section 2(51) of the Companies Act, 2013 and rules prescribed there under
- g) Regulations: "Regulations" shall mean SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015.
- h) Any other term not defined herein shall have the same meaning as defined in the SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015, Companies Act, 2013, Securities Contract Regulation Act or any other applicable law or regulations.

5. RESPONSIBILITY

The departmental head concerned will be responsible for the maintenance, preservation and destruction of records pertaining to Respective Department.



REGISTERED OFFICE:

C-808, Ganesh Maridian,
Opp. Gujarat High Court,
S.G. Highway, Ahmedabad-380060.

Ph.: +91 7940023116
Fax: +91 7940033116
info@mishtann.com

PLANT:

Survey No.10, At Kabodari,
Himatnagar - Dhansura Highway, Ta. Talod,
Dist. Sabarkantha-383305, Gujarat, India





MISHTANN

limitless happiness...☺

6. POLICY REVIEW

The policy will be reviewed periodically by the Top Management of the company and amendments will be effected to subject to approval of the Board if and when practical difficulties are encountered. The Top management may also review this policy on document retention considering compliance requirements under any local, state, central legislation that may be formulated from time to time.

7. MODE OF PRESERVATION

Records or documents may be preserved either physically or in electronic form.

8. WEB ARCHIVAL POLICY

8.1 The Company shall disclose on its website all events or information which has been disclosed to stock exchange(s).

8.2 Such disclosures shall be retained on the website of the Company for a minimum period of five years.

8.3 At the end of the fifth year the information shall be archived and preserved for a further period of three years.

9. DISCLOSURE OF POLICY:

The policy will be uploaded on Company's website for public information.

10. EFFECTIVE DATE

This Policy is effective from the date of approval of the same by the Board of Directors of the Company.

Sony



 **MISHTANN FOODS LIMITED**

REGISTERED OFFICE:

C-808, Ganesh Maridian,
Opp. Gujarat High Court,
S.G. Highway, Ahmedabad-380060.

Ph.: +91 7940023116
Fax: +91 7940033116
info@mishtann.com

PLANT:

Survey No.10, At Kabodari,
Himatnagar - Dhansura Highway, Ta. Talod,
Dist. Sabarkantha-383305, Gujarat, India

CIN NO. : L15400GJ1981PLC004170

www.mishtann.com