



MALANKARA PLANTATIONS LIMITED

Estd: 1910

Tel : 91-481-2568360

91-481-2568335

Fax : 91-481-2568433

GSTIN: 32AABCT2019A1Z8

CIN: U66000KL1910PLC000650

E-mail: malankaraplantations@gmail.com

www.malankaraplantations.co.in

Regd. Office: Malankara Buildings, Kodimatha, (Post Box No. 72) Kottayam - 686 013, Kerala, India
Malankara Plantations Limited

Archival Policy

(Pursuant to Regulation 30(8) of the SEBI (LODR) Regulations, 2015)

1. Preamble

Regulation 30(8) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations") requires listed entities to disclose all material events or information to the stock exchanges and host such disclosures on their website for a minimum period of **five years**, after which they may be archived as per a policy approved by the Board of Directors.

This Archival Policy is framed in compliance with the said regulation.

2. Objective

The purpose of this Policy is to define a framework for archiving material events/information disclosed to the stock exchanges and hosted on the website of Malankara Plantations Limited ("the Company"), after the prescribed period of five years.

3. Scope

This Policy applies to all disclosures made by the Company under Regulation 30 of the SEBI (LODR) Regulations, 2015, which are hosted on the Company's official website:

 www.malankaraplantations.com

4. Archival Guidelines

- **Period of Retention:** All disclosures of events or information hosted on the Company's website shall remain available for a minimum period of **five years** from the date of hosting.

MALANKARA TEA - A hundred year old tradition in every cup

- **Post-Five Years:** After the expiry of five years, the said disclosures may be archived and moved to a separate archival folder on the website. These archived disclosures shall be made available for inspection upon request, as per internal procedures.
 - **Mode of Archival:** Archival can be done either in:
 - Electronic form (preferably PDF format) with appropriate indexing for easy retrieval; or
 - Physical form, where applicable, in secured storage with access control.
-

5. Responsibility


The Company Secretary shall be responsible for:

- Managing the Company's official website content;
 - Ensuring timely archiving of disclosures post the five-year period;
 - Maintaining a log of archived items with indexing for retrieval;
 - Providing access to archived disclosures upon valid request by stakeholders.
-

6. Review and Amendment

This Policy shall be reviewed periodically and may be amended by the Board of Directors based on changes in applicable laws or for better governance.

This Policy shall be disclosed on the Company's website:

 www.malankaraplantations.com

For Malankara Plantations Ltd.


Managing Director