

**UMIYA TUBES LIMITED**  
(CIN: U28112GJ2013PTC074916)

**PRESERVATION OF DOCUMENTS  
&  
ARCHIVAL POLICY**

(Pursuant to Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015)

### **1) PREAMBLE:**

In terms of Regulation 9 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Listing Regulations), Umiya Tubes Limited (the Company) is required to formulate a policy for preservation of documents required to be maintained under the Listing Regulations in at least two categories as specified in the said Regulation.

In terms of Regulation 30 (8) of the Listing Regulations, the Company is required to formulate an archival policy for all disclosures of events/information to the Stock Exchanges in terms of the Company's Policy for Disclosure of Events/Information and Determining of Materiality.

### **2) OBJECTIVE:**

The purpose of this policy is to establish the framework needed for effective preservation of documents and records of the Company required to be maintained under the Listing Regulations, in terms of Regulation 9 and also to archive any of the material of events or information which are disclosed by the Company to the Stock Exchanges in terms of Regulation 30.

### **3) POLICY FOR PRESERVATION OF DOCUMENTS:**

1. Documents and Records of the Company required to be maintained under the Listing Regulations or any other act which may be applicable to Company from time to time shall be classified in two categories as below:
  - a. Documents whose preservation shall be permanent in nature shall be preserved permanently by the Company subject to the modifications, amendments, addition, deletion or any changes made therein from time to time;
  - b. Other Documents shall be preserved for a period of not less than eight (8) years after completion of the relevant transactions the subject to the modifications, amendments, addition, deletion or any changes made therein from time to time.
2. The listing documents and records in physical form shall be in the custody of the Company Secretary.
3. The Company may keep the listing documents and records as specified above in electronic mode.

#### **4) ARCHIVAL POLICY:**

The Company shall host on its website i.e. [www.umiyatubes.com](http://www.umiyatubes.com) all the information and documents which are required to be hosted as per the Companies Act, 2013 and Rules framed thereunder, SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015 (the "Regulations") and other applicable laws, Rules and Regulations.

The Company shall host the above information and documents on its website for a continuous period of five years from the date of hosting and thereafter same will be purged in the manner as may be decided by the Board.

#### **5) DISCLOSURE/AMENDMENT:**

This policy as amended from time to time shall be made available at the website of the Company.

The right to interpret/amend/modify this Policy vests in the Board of Directors of the Company