ARCHIVAL POLICY

Version – 1.0

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Tarsons Products Limited
CIN: L51109WB1983PLC036510
Martin Burn Business Park, Room No. 902 BP- 3, Salt Lake, Sector- V,
Kolkata 700091, West Bengal, India
T: +91 33 3522 0300, Email- info@tarsons.com, Website: www.tarsons.com

ARCHIVAL POLICY

1. BACKGROUND

Regulation 30(8) and Regulation 46 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ('SEBI Regulations') requires all listed companies to host on its corporate website all such events or information which has been disclosed to stock exchange(s) under the Regulation and such disclosures shall be hosted on the website of the listed entity for a minimum period of five years and thereafter as per the archival policy of the listed entity, as disclosed on its website. Thus, this policy is made to ensure maintenance, protection, and archival of the disclosures, announcements, documents, records, and such other information hosted on the website that is no longer needed regularly to be removed from the website and moved into archives for future reference.

2. OBJECTIVE

The objective of this Policy is to ensure compliance with Regulation 30(8) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

The Policy shall also ensure proper archival of the content which is no longer required to be maintained on Company's website, but must be available to the stakeholders or required by law to be publicly available.

3. DEFINITIONS

a. "Act" means The Companies Act, 2013, and The Companies Act, 1956.
b. "Archival" means to file or collect in an archive.
c. "Archive" means a place where disclosures, announcements, documents, records, and such other information hosted on the website are preserved.
d. "Archival Material" means all documents generated, disclosed, or received by the Company, on its website, for shareholders' communication, which are properties of the Company and constitute the Archival Material.
e. "Authorized Person" means a person who is so identified by the Board or the Compliance Officer of the Company.
f. "Board of Directors" or "Board" means the Board of Directors of Tarsons Products Limited, as constituted from time to time.
g. "Company" means Tarsons Products Limited.
h. "Listing Regulations" means the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015.
i. "Policy" means Archival Policy.
j. "Records" means records of information in any form and includes data on computer systems, created or retrieved and maintained by an organization or person in the transaction of business or the conduct of affairs and kept as evidence of such activity.

4. POLICY

Archiving disclosures/documents/ information on website:

Archival material of the Company shall not be destroyed or disposed of without the approval of the Authorized Person. The foregoing shall not apply in case of accidental deletion, or deletion due to any system flaw, virus, malfunction, or any other deletion, inaccessibility, or loss due to any reason other

than deliberate and determinate deletion.

After completion of the minimum period of five years or such other period as prescribed by the Regulations and/or applicable law, the events or information shall be archived by the Company for a further period of one year. Thereafter, the archival material may be destroyed as per the Policy on Preservation of Documents of the Company.

Provided that the documents to be submitted to the Stock Exchange, in terms of Regulations, shall be done after the lapse of the preservation period of Five (5) years [as specified in Regulation 30(8)], as per the archival policy.

Provided further that for the documents to be submitted to the Stock Exchange to comply with disclosure norms as required by any other Applicable Law, the documents are to be archived after the lapse of the specified/required time period.

Access to archived documents:

Once the archival material are archived, the viewers can have access to it by sending a request to the Compliance Officer of the Company through email to investor@tarsons.com or by sending a letter to the registered office of the Company for a period of 1 year from the date of archival. Following that, the archival material shall not be available for the public viewers.

In accordance with the provisions of Regulation 46 (3), the Authorised Person shall ensure to update any change in the content of the website within two working days of such change. The Authorized person of the Company shall be responsible for periodic and ongoing review of the contents of the website and keep the information up to date.

5. AMENDMENT OF THE POLICY

The Board has the right to amend or modify this Policy, whether in parts or as a whole, at any time as it deems fit or from time to time without assigning any reason, however, with the condition that such alterations shall align with the provisions of the applicable law. In this regard, the Board's decision is final and binding.

Any subsequent amendment/modification in the Listing Regulations and/or any other laws in this regard shall automatically apply to this Policy until it is modified or amended in accordance with the applicable law.

6. REVIEW OF THE POLICY

The Board shall review the Policy at least once a year.