

# Archival Policy

**SOFTTECH ENGINEERS LIMITED**  
**CIN: L30107PN1996PLC016718**

**Registered Office:** SoftTech Towers, S NO 1/1A/7 8 15 16 17 Plot No. B,C,D, 1-Baner,  
Opp. Royal Enfield Showroom, Baner Road, Pune: 411045

**E-mail Id:** [compliance@softtech-engr.com](mailto:compliance@softtech-engr.com)

**Website:** [www.softtech-engr.com](http://www.softtech-engr.com)

## Archival Policy

### **A. Background**

The Securities and Exchange Board of India (“SEBI”) notified the SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015 (“Regulations” or SEBI (LODR) Regulations) on September 2, 2015. The Regulations came into force from December 1, 2015. The Regulation 30 mandates listed entities to formulate an archival policy. It is in this context that the policy on Archival (“Policy”) is being framed and implemented.

### **B. Objective**

The policy is formulated to retain events or information which has been disclosed to Stock Exchange(s), on the website of the Company, for such period so as to satisfy statutory or regulatory requirements.

### **C. Scope or Coverage**

This policy covers only the events or information which has been disclosed to Stock Exchange(s) under Regulation 30 of the SEBI (LODR) Regulations.

### **D. Archival Policy**

The events or information which has been disclosed by the Company to the Stock Exchange(s) under Regulation 30 of the SEBI (LODR) Regulations will be hosted on the website of the Company for a period of five years. These disclosures may be removed / deleted from the website after expiry of five years from date of its initial posting/ hosting.

### **E. Dissemination of Policy**

This Policy shall be hosted on the website of the Company.

### **F. Effective Date**

The Policy, as approved by the Board of Directors, shall be effective from 3<sup>rd</sup> March, 2018.