

## **ARCHIVES MANAGEMENT POLICY**

This is Almondz Global Securities Limited ("AGSL")'s policy for the Archives Management of Documents, in hard and electronic media. AGSL reserves the right to revise this Policy at any time.

### **PURPOSE**

The Board of Directors ("the Board") of AGSL ("the Company"), has adopted this Archives Management Policy ("the Policy") to establish the framework needed for effective maintenance of documents and records of the Company required to be maintained under the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("the Listing Regulations").

### **POLICY FOR MAINTENANCE**

The Records (Listing as well as others) created in physical and electronic form shall be preserved for the time in terms of 'Almondz Preservation of Documents Policy'. The electronic records shall be maintained on the Company server in year wise folders. Further, the safety of the Listing Records in electronic form is to be achieved as per the relevant IT policy of the Company whereas the physical record shall be in the custody of the Company Secretary.

### **RIGHT TO ACCESS / RETRIEVE**

The Company Secretary and his subordinate (direct report) in the Secretarial Department, shall have the right of access to the Listing Records.

### **ARCHIVAL POLICY**

The Company shall ensure that all the information disclosed on the Company's website ([www.almondzglobal.com](http://www.almondzglobal.com)) is maintained live and in archive for a period of 5 years.

### **PERSON RESPONSIBLE**

The Company Secretary shall be responsible for ensuring compliance under this Policy.

### **AMENDMENT**

This Policy shall not be amended unless the amendment is approved by the Board of Directors or unless such amendment is required pursuant to change in the applicable law.