

**EURO PRATIK SALES LIMITED**  
**(Formerly known as Euro Pratik Sales Private Limited)**

**Archival Policy**

*[Pursuant to the Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015]*

**1. BACKGROUND**

The Regulation 30(8) of the the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“**Listing Regulations**”) mandates the listed entities to formulate an archival policy and host on their websites. Accordingly, Euro Pratik Sales Limited (formerly known as Euro Pratik Sales Private Limited) (“**Company**”) has adopted this Archival Policy (“**Policy**”).

**2. OBJECTIVE OF THE POLICY**

The Regulation 46(1) mandates every listed company shall maintain a functional website containing the basic information about the company. The purpose of this Policy is to determine periodicity to host information and documents on the Company’s website as required under Regulation 30(8) of the Listing Regulations to be disseminated under various provisions of the Listing Regulations, Companies Act, 2013 and other applicable laws to the Company.

**3. ARCHIVAL POLICY**

The Company shall disseminate the following information and documents under a separate section on its website and shall host such information and documents on the website at least for time period as mentioned here-in-below and then be shifted in Archives:

Sl. No.	Nature of information / document	To be hosted on the website	In Archives
1.	Details of its business	Permanently, to be updated from time to time.	-
2.	Terms and conditions of appointment of independent directors	Up to tenure of the Independent directors	To be kept in Archives for 1 year
3.	Composition of various committees of Board of Directors	Permanently, to be updated from time to time.	-
4.	“Codes of Fair Disclosure and Conduct and Code of Conduct as per the SEBI (Prohibition of Insider Trading) Regulations, 2015, as amended	Permanently, to be updated from time to time.	-
5.	Code of Conduct for the Board of Directors and Senior Management Personnel	Permanently, to be updated from time to time.	-
6.	Details of establishment of Vigil Mechanism/ Whistle Blower policy	Permanently, to be updated from time to time.	-
7.	Criteria of making payments to non-executive directors (Remuneration Policy), if the same has not been disclosed in annual report	Permanently, to be updated from time to time.	-
8.	Policy on dealing with related party transactions	Permanently, to be updated from time to time.	-
9.	Policy for determining ‘material’ subsidiaries	Permanently, to be updated from time to time.	-

10.	Details of familiarization programmes imparted to independent directors including the following details:		
	(i) number of programmes attended by independent directors (during the year and on a cumulative basis till date),	5 years	To be kept in Archives for 1 year
	(ii) number of hours spent by independent directors in such programmes (during the year and on cumulative basis till date), and	5 years	To be kept in Archives for 1 year
	(iii) other relevant details	1 year	To be kept in Archives for 1 year
11.	Policy on Corporate Social Responsibility (CSR Policy)	Permanently, to be updated from time to time.	-
12.	The email address for grievance redressal and other relevant details	Permanently, to be updated from time to time.	-
13.	Contact information of the designated officials of the listed entity who are responsible for assisting and handling investor grievances	Permanently, to be updated from time to time.	-
14.	Name of Nodal Officer and e-mail address for IEPF updating work	Permanently, to be updated from time to time.	-
15.	Financial information including:		
	(i) notice of meeting of the board of directors where financial results shall be discussed	1 year	To be kept in Archives for 1 year
	(ii) Financial results, on conclusion of the meeting of the Board of Directors, where the financial results were approved	5 years	To be kept in Archives for 1 year
	(iii) Complete copy of Annual Reports	5 years	To be kept in Archives for 1 year
16.	Shareholding pattern	3 years	To be kept in Archives for 1 year
17.	Details of agreements entered into with the media companies and / or their associates etc.	For life time of the agreements	To be kept in Archives for 1 year
18.	Schedule of analyst or institutional investor meets and presentations made by the listed entity to analysts or institutional investors simultaneously with submission to stock exchange(s)	1 year	To be kept in Archives for 1 year
19.	New name and the old name of the listed entity for a continuous period of two years, from the date of the last name change	2 years	To be kept in Archives for 1 year
20.	Copies of advertisements published in Newspapers as per Regulation 47 (1) of the LODR		
	(a) notice of meeting of the board of directors where financial results shall be discussed	1 year	To be kept in Archives for 1 year
	(b) financial results, as specified in Regulation 33 of the Listing Regulations along with the modified opinion(s) or reservations(s), if any, expressed by the Statutory Auditors	1 year	To be kept in Archives for 1 year
	(c) statements of deviation(s) or variation(s) as specified in sub-regulation 32 of the	1 year	To be kept in Archives for 1 year

	Listing Regulations on quarterly basis, after review by the Audit Committee and its explanation in Directors' Report in Annual Report		
	(d) notices given to shareholders by advertisements	1 year	To be kept in Archives for 1 year
21.	Credit ratings obtained by the entity for all its outstanding instruments, updated immediately as and when there is any revision in any of the ratings.	All credit ratings obtained till the tenure of instruments for which credit rating is obtained	To be kept in Archives for 1 year
22.	Separate Audited Financial Statements of each subsidiary of the listed entity in respect of a relevant financial year, uploaded at least 21 days prior to the date of the annual general meeting which has been called to <i>inter alia</i> consider accounts of that financial year.	5 years	To be kept in Archives for 1 year
23.	Disclosure of Related party transactions on consolidated basis, in the format specified in the relevant accounting standards for results for Half yearly/Annual basis	1 year	To be kept in Archives for 1 year
24.	Disclosures made on the website of all such events or information which has been disclosed to the stock exchanges under Regulation 30 of the Listing Regulations	5 years	To be kept in Archives for 1 year
25.	The copy of the Annual Return prepared as per sub-section (3) of section 92 of the Companies Act, 2013	1 year	To be kept in Archives for 1 year
26.	Other information or documents, as may be necessary or as per the statutory requirements as amended from time to time	For their relevant life time	To be kept in Archives for 1 year

Save as provided above, all information required to be uploaded on the Company's website in pursuance of any other statutes, legislations or regulations shall be hosted on the Company's website, in the form, manner and for such period as may be mandated by that statute, legislation or regulation etc.

In cases where the concerned statute, legislation or regulation does not prescribe any period, the required data shall be hosted on the website for a minimum period of one year from the date of uploading or more if deemed necessary by the Chief Financial Officer or Company Secretary and Compliance Officer. The Company Secretary and Compliance Officer or Chief Financial Officer shall have the discretion to host any of such documents / information on the website of the Company for such additional period as they deem fit on case to case basis.

Any information, form, return, document etc. disclosed on the website, may be removed/ deleted from the website after such disclosure period.

#### 4. AMENDMENTS AND REVIEW

This Policy shall be periodically reviewed and amended based on any changes in the laws, rules and regulations applicable to the Company from time to time or changes in internal processes, and such amendments shall be approved by the Board of Directors of the Company.

#### 5. DISSEMINATION OF POLICY

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

**THIS POLICY IS APPROVED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE COMPANY IN ITS MEETING HELD ON 4<sup>TH</sup> NOVEMBER, 2024 WITH IMMEDIATE EFFECT.**