



GALAXY **B**EARINGS **L**IMITED

Archival Policy

[As per Regulation 30(8) of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015]

APPLICABILITY:

Regulation 30 (8) of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 [hereinafter referred to as “SEBI (LODR) Regulations” or “Regulations”] which requires that listed entity shall disclose on its website all such events or information which has been disclosed to the Stock Exchange(s) 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.

SCOPE:

This policy shall govern the disclosure and archival of such contents only which have been disclosed on the website of the Company pursuant to the compliance with the abovementioned Regulations and which are disclosed with stock exchanges. Other contents displayed/ hosted on the website shall be out of preview of the Policy and can be archived/ deleted as per the requirement of the content.

POLICY OBJECTIVE:

The objective of this Policy is to ensure that all the documents, disclosures made to the Stock Exchange(s), pursuant to the regulations, are hosted on the website and transferred to the Archives folder of the Website of the Company after the completion of five years from the date of disclosure or event.

The followings are the Major objectives of the Policy:

- Identification of Information, documents, events, etc. which are required to be disclosed on the website of the Company.
- Ensuring that all the information is disclosed at the relevant link and there is unanimity in the same every time.
- Ensure that all the information, documents, events disclosed on the website of the Company, unless otherwise specified in the Act, shall remain on the website for the five years from the date of disclosure.
- After completion of five years of disclosure of the respective documents, shall be moved to the respective archives folder on the website of the Company.
- Documents which are required to be hosted on the website for a particular period, shall be deleted after the due date, therefore, it shall not be saved to archives folder.

DEFINITIONS:

“Act” means the Companies Act, 2013, Rules framed thereunder and any amendments thereto.

“Listing Regulations” means Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and any amendments thereto.

“Company”, “This Company”, “The Company”, wherever occur in the policy shall mean “Galaxy Bearings Limited”.

"Board of Directors" or "Board", means the collective body of the Directors of the company.

“Policy” or “This Policy” means “Archival Policy”.

“Website” means website of the Company i.e. www.galaxybearings.com.

GUIDING REGULATIONS:

The Company being listed on Stock Exchange(s), regularly sends various information, financial statements, notices and other disclosures, as required under listing agreement to Stock Exchange(s) where securities of the Company are listed. As required under the Act and the Listing agreement the same are also displayed and hosted on the website of the Company.

Regulation 46 read with Regulation 62 of Regulations requires the listed Companies to maintain a functional website containing basic information about the Company and other prescribed details.

Regulation 30 (8) requires the Listed Companies to disclose on its website all such events or information which has been disclosed to stock exchange(s) under this regulation, and such disclosures shall be hosted on the website of the Company for a minimum period of five years and thereafter as per the archival policy of the Company, as disclosed on its website.

POLICY:

The documents, information, disclosures, notices, policies as provided under the Regulations and the Act, which is required to be disclosed on the website, shall be uploaded on the website of the Company. The website of the Company shall be reviewed on regular intervals for ensuring that all the above mentioned disclosures are available on the website of the Company as required.

These disclosures, unless otherwise mentioned in the Act itself, shall be hosted on the website for the specified period and thereafter shall be moved/ transferred to Archives folders under the respective heads/ sub-folders, in a way so that these can be searched easily as and when required by any person. The documents/ disclosures shall be kept in the archive folders till such time as may be required by law.

POLICY REVIEW:

This policy is framed pursuant to the provisions of the Companies Act, 2013 and rules thereunder and the requirements of the Listing Regulation.

In case of any subsequent changes in the provisions of the Companies Act, 2013 or any other regulations which makes any of the provisions in the policy inconsistent with the Act or regulations, then the provisions of the Act or regulations would prevail over the policy and the provisions in the policy would be modified in due course to make it consistent with law.

The Policy would be subject to revision/amendment in accordance with the applicable laws. The Company reserves the right to alter, modify, add, delete or amend any of the provisions of this Policy.
