



ARCHIVAL POLICY

OF

GALAXY MEDICARE LIMITED



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1. BACKGROUND :



In Terms of Regulations 30(8)/ Regulation 46 and other Applicable Regulation of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (the 'Regulations') for the time being in force, a Listed Entity is required to host on its Website, all the Material Events/ Information as disclosed to the Stock Exchange(s) for a Period of Five Years and thereafter in Terms of the Archival Policy of such entity as disclosed on the Website.

Whereas the Policy on Preservation of Documents of the Company is in place for determining the preservation period for records/documents based on their reference value and legal requirement.

This Archival Policy (the 'Policy') is formulated to lay down the guidelines:

- I. For Protection, Maintenance and Archival of the Various Events/Information disclosed to the Stock exchange under the Regulations and hosted on the Website of the Company under the Regulations and also under other Applicable Acts, and
- II. For Defining the Period for which the Events/Information disclosed shall be kept hosted in the Website.
- III. For Defining the Period for which the Event/Information moved to the Archived Folder shall be kept in the Archived Folder.
- IV. And other matters relating to Archival of Event/Information.

2. DEFINATIONS:

"Act" means the Companies Act, 2013, Rules framed there under and any amendments thereto;

"Applicable Law" means any Law, Rules, Circulars, Guidelines or Standards under which Disclosure of Events or Information on the Website has been Prescribed.

"Board" means the Board of Directors of the Company or its Committee.

"Company" means Galaxy Medicare Limited.

"Information" means such Information, Documents, Disclosures, Events etc., which are required to be disclosed on the Website, in compliance with Applicable Provisions of the Act and/or Listing Regulations.

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



Terms that have not been defined in this Policy shall have the same meaning assigned to them in the Act, Listing Regulations and/or any other Applicable SEBI Regulation(s), as amended from time to time.

3. COVERAGE :

This Policy covers archival of all Events or Information which has been disclosed to Stock Exchange(s) and hosted on the Website of the Company in accordance with SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and other Applicable Laws.

4. CLASSIFICATIONS:

The Archival of Events or Information as disclosed or hosted on the Website shall be done in the following manner:

- a) Where there is a prescribed period for which a Document is required to be Archived As Per Applicable Law, for the period required by Applicable Law.
- b) Where there is no such requirement as per Applicable Law, then for a Period of not less than Three Years.

In case the aforesaid disclosures are required by any Applicable Law or Regulation to be hosted for a Period longer than that mentioned above, such Disclosures shall be hosted on the Website of the Company for such longer Period.

5. LOCATION OF ARCHIVAL:

The Folder containing the Archived Event/Information shall be Located on the Website of the Company.

6. AUTHORITY FOR APPROVAL OF POLICY:

The Board shall have the Authority for Approval of this Policy in Pursuance to these Regulations.

7. RESPONSIBILITY TO REVIEW THE WEBSITE AND ARCHIVE THE DOCUMENTS:



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. In accordance with the Provisions of Regulation 46 (3), the Authorized Person shall ensure to update any change in the content of the Website within Two Working Days of such change in the Content.

The contents with respect to events or information as disclosed under Regulation 30(8), Regulation 46 other Applicable Regulation of the Regulations would be moved to the Archived Folder after a Period of 5 Years from the date on which such Disclosures/ Announcements were made.

The Contents with respect to Events or Information other than those mentioned above shall be moved to archived folder at such frequency as may be decided by the Authorised Person subject to the Provisions under Applicable Law, if any.

8. REMOVAL OF ARCHIVED DOCUMENTS:

The Archived Documents will be available in the Archived Folder for a Period of Three Years. After the expiry of Three Years, the Archived Disclosures/ Announcements shall be removed from the Website of the Company.

9. AMENDMENT:

The Board has the right to amend or modify this Policy in whole or in part, at any time, without assigning any reason whatsoever, subject, however, to the condition that such alterations will be in consonance with the Provisions of the Applicable Law.
