



# ***UTTAM SUGAR MILLS LIMITED***

## ***(ARCHIVAL POLICY)***

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### **BACKGROUND**

In terms of Regulations 30(8) of the SEBI ('Regulations'), a listed entity is required to host on its website, all the material events/ information as disclosed to the stock exchange(s) under the provisions of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 for a period of minimum five years and thereafter in terms of the archival policy of such entity as disclosed on the website.

Accordingly, Uttam Sugar Mills Limited ('Company') has formulated this Archival Policy ('Policy') for ensuring compliance with the provisions of Regulation 30(8) of the Regulations for protection, maintenance and archival of the Material Events or Information (defined below) disclosed to the stock exchange(s) and hosted on its website. Additionally, the Policy shall also include such other Events or Information which are required to be hosted on the website of the Company in terms of other Applicable Laws, if any, by the Authorised Person.

### **DEFINITIONS**

**"Authorised Person"** means any one of the following:

- a) Managing Director (CEO);
- b) Whole Time Director;
- c) CFO;
- d) Company Secretary; and
- e) Any other person as may be decided by the Board of Directors of the Company from time to time.

**"Company"** means UTTAM SUGAR MILLS LIMITED.

**"Material Events or Information"** refers to the information/ events that are required to be disclosed on the website of the Company in terms of Regulation 30(8) of the Regulations and in terms of the policy to determine materiality of an event or information of the Company.

**"Policy"** means the Policy for determination of materiality, based on criteria specified in Regulation 30 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, duly approved by the Board of directors of the Company.

**“Regulations”** means the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015.

The words and phrases used in this Policy and not defined here shall derive their meaning from the Applicable Law.

### **SCOPE OF THE POLICY**

This policy covers archival of all material events or information or other 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 the Applicable Laws.

### **ARCHIVAL OF MATERIAL AND OTHER EVENTS/INFORMATION**

The archival of material & other events or information as disclosed or hosted on the website shall be done in the following manner:

- a) Documents (disclosures / announcements) submitted to the stock exchanges for dissemination to stakeholders will be retained on the website of the Company for a minimum period of five years or such higher period as may be prescribed by any applicable laws. Thereafter, such disclosure / information may be removed from the website of the Company. However, such removed disclosures / announcements shall be made available to the stakeholders on their specific request made in this behalf.
- b) Where there is a period for which a Document is required to be archived as per any other applicable Law, the document shall be archived as per the applicability of said law.

### **DISCLOSURES**

The Company shall disclose the Policy on its website.

### **POLICY REVIEW**

This policy shall be reviewed from time to time so that the Policy remains compliant with the applicable legal requirements. The Company Secretary will keep the Policy updated as per applicable statutory guidelines.

### **AMENDMENTS TO THE POLICY**

The Board of Directors can amend this Policy, as and when deemed fit. Any or all provisions of this Policy would be subject to revision / amendment in accordance with the Rules, Regulations, Notifications etc. on the subject as may be issued by relevant statutory authorities, from time to time. In case of any amendment(s), clarification(s), circular(s) etc. issued by the relevant authorities are not consistent with the provisions laid down under this Policy, then such amendment(s), clarification(s), circular(s) etc. shall prevail upon the provisions hereunder and this Policy shall stand amended accordingly from the effective date as laid down under such amendment(s), clarification(s), circular(s) etc.