

# **COLINZ LABORATORIES LTD**

CIN NO. L24200MH1986PLC041128

## **ARCHIVAL POLICY**

### **1. PREAMBLE:**

The Securities and Exchange Board of India ("SEBI"), vide its Notification dated September 2, 2015, has issued the SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015 (Hereinafter called as "**The Regulations**"). The Regulations come into force from December 1, 2015.

The Regulations mandate listed entities to formulate an archival policy. It is in this context that the Policy on Archival of Documents ("Policy") is being framed and implemented by the Board of Directors ("Board") of **COLINZ LABORATORIES LTD** ("The Company") at its meeting held on 31<sup>st</sup> January, 2016.

The Policy can be modified and or amended with the approval of the Board of Directors only.

### **2. OBJECTIVE OF THE POLICY:**

The objective of this Policy is to Comply with Regulation 30(8) of the Regulations, as mentioned below:

"The listed entity shall disclose on its website all such events or information which has been disclosed to Stock exchange(s) under this regulation, and such disclosure 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 websites."

### **3. ARCHIVAL POLICY:**

In accordance with the provisions of the aforesaid Regulations, the Company shall ensure that all the information shall be hosted on the Company's website for the period of 5 years thereafter will be archived for a period of 1 year.

### **4. EFFECTIVE DATE:**

The policy as approved by the Board of Director shall be effective from 31<sup>st</sup> January, 2016.