



RASHTRIYA CHEMICALS AND FERTILIZERS LIMITED

POLICY ON ARCHIVAL OF DOCUMENTS

1.0 OBJECTIVES

- 1.1 In terms of Regulation 30(8) of SEBI (Listing Obligations and Disclosure requirements) Regulations, 2015, the listed entity shall disclose on its website all such events or information which has been disclosed to stock exchange(s) under Regulation 30 of SEBI Regulations, 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.
- 1.2 The Regulations mandate listed entities to formulate an archival policy. Keeping in view the above mentioned compliance requirements provided in SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Policy on Archival of Documents ("Policy") is being framed and implemented by Rashtriya Chemicals and Fertilizers Limited (RCF).
- 1.3 This Policy shall be effective from 23rd July, 2021.

2.0 DEFINITIONS

- 2.1 "Archived Documents" means details of Events or Information as placed or maintained in the archived folder.
- 2.2 "Archived Folder" means a folder located on the website of the Company with a name "Archived Folder".
- 2.3 "Listed Entity" means an entity which has listed, on a recognised stock exchange(s), the designated securities issued by it or designated securities issued under schemes managed by it, in accordance with the listing agreement entered into between the entity and the recognized stock exchange(s);
- 2.4 "Listing Regulations" means SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.
- 2.5 "Stock Exchange" means BSE Limited and National Stock Exchange of India Limited where the equity shares of the Company are listed.
- 2.6 All other words and expressions used but not defined in this policy, but defined in the Act or the Companies Act, 2013, the Securities Contracts(Regulation) Act, 1956, the Depositories Act, 1996 and/or the rules



and regulations made thereunder shall have the same meaning as respectively as signed to them in such Acts or rules or regulations or any statutory modification or re-enactment thereto, as the case may be.

3.0 REQUIREMENTS

- 3.1 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 terms of Regulation 30 of SEBI (Listing Obligations and Disclosure requirements) Regulations, 2015.
- 3.2 In accordance with the provisions of the aforesaid Regulation, the Company shall ensure that all the information shall be hosted on the Company's website (www.rcfltd.com) for a period of 5 years and thereafter will be archived for a period of 1 year.

4.0 DISCLOSURE ON WEBSITE

- 4.1 The policy will be disclosed on the website of the Company i.e. www.rcfltd.com
- 4.2 The archived folder shall be located on the website of the Company.

5.0 RESPONSIBILITY

The Company Secretary of the Company, being a Key Managerial Personnel, (hereinafter known as Authorized person) shall be responsible and authorized to intimate the Information Technology Department of the company immediately regarding any change required to be incorporated in the content with respect to Events or Information as disclosed under Regulation 30 of the SEBI Regulations, of its website.

The Information Technology Department of the Company, which is responsible for managing the Website, shall be responsible and authorized to update any change in the content of its website within two working days from the date of such change.

The Information Technology Department of the Company shall also be responsible to update the Archived Folder on the Website from time to time, by placing the records/documents/information therein in accordance with this policy.



6.0 ACCESSIBLE AND REMOVAL

The archived documents will be available in the archived folder for a period of one year and shall not be accessible to the public. After the expiry of one year, the archived documents shall be removed from the website of the Company.

7.0 AMENDMENTS

The Chairman & Managing Director, Rashtriya Chemicals and Fertilizers Limited, is authorized by the Board of Directors to amend or modify this policy from time to time. However, no such amendment or modification shall be inconsistent with the applicable provisions of any law for the time being in force.
