

TRIBHOVANDAS BHIMJI ZAVERI LIMITED

ARCHIVAL POLICY

1. Objective:

The objective of the Policy is to set guidelines for archival of information and other material hosted on the website of **Tribhovandas Bhimji Zaveri Limited** (www.tbztheoriginal.com) as required under SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

2. Definitions:

(a) Listing Regulations:

“**Listing Regulations**” means the SEBI (Listing Obligations and Disclosure Requirements), Regulations, 2015 and any amendment thereof and also includes any formats, guidelines, circulars, notifications, explanations or any other statutory instructions, issued by SEBI or Stock Exchanges from time to time in this regard.

(b) Non-statutory Web Disclosure:

Non-statutory Disclosure includes any information, picture, write up, file, video, presentation, notice, link, webpage, form, sound etc. hosted on the website of the Company, other than Statutory Web Disclosure.

(c) Statutory Web Disclosure:

Statutory Web Disclosure includes any document, material, file, presentation, notice, events or information which is required to be hosted on the website of the Company under the Listing Regulations.

3. Minimum Period of hosting:

The Statutory Web Disclosures shall be hosted on the website of the Company for such period as may be prescribed under the Listing Regulations, from the date of their respective hosting on the website of the Company.

4. Archival of Statutory Web Disclosures:

The Statutory Web Disclosures shall be archived any time after the minimum period of hosting as set out in clause 3 above, has expired.

5. Management of Non-Statutory Web Disclosures:

Any Non-Statutory Web Disclosure may be hosted, removed or archived at any time as per sole discretion of any of the Key Managerial Personnel of the Company.

6. Amendments:

The Board of Directors or the authorized Key Managerial Personnel of the Company shall be entitled to make amendments to this policy from time to time. The policy shall be subject to amendments in the relevant provisions of the Listing Regulations, from time to time.

7. Disclosure:

This policy shall be disclosed on the website of the Company.