

# SOURCE NATURAL FOODS AND HERBAL SUPPLEMENTS LIMITED



## ARCHIVAL POLICY FOR DISCLOSURES PURSUANT TO REG. 30 OF SEBI (LISTING OBLIGATIONS AND DISLCOSURE REQUIREMENTS) REGULATIONS, 2015

### 1.Preface

The Securities and Exchange Board of India (SEBI) has notified the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations, 2015”) which shall be applicable to all listed entity with effect from 1st December, 2015. The Listing Regulations, 2015 shall replace the existing Listing Agreements entered into by the Company with the Stock Exchanges. Regulation 30(8) of the Listing Regulations, 2015 is reproduced as under: Disclosure of events or information 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 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.

The Board of Directors (the “Board”) of Source Natural Foods and Herbal Supplements (the “Company”) has adopted this Archival Policy.

## 2.Purpose of the Policy

The purpose of this Policy is to prescribe a policy under Regulation 30 (8) of the Listing Regulations, 2015 about the archival of any of the material events or information which is disclosed by the Company to the Stock Exchanges under these Regulations and hosted the same on the website of the Company.

## 3.Applicability of the Policy

This Policy shall be applicable to the Company with effect from 1st December, 2015.

## 4.Policy

Any disclosure of events or information which has been submitted by the Company to the Stock Exchange(s) under Regulation 30 of the Listing Regulations and Policy of the Company (Disclosed Information) will be available on the website of the Company for a period of five years from the date of its disclosure. Disclosed Information which is more than five years old will be archived and moved to the location or place under – “Historic Material Events / Information”. The events / information so archived under “Historic Material Events / Information” shall be preserved for a further period of three years or till the time such events or information are resolved or closed, whichever is later.

In addition to maintaining the records on the website, the Company shall also maintain the physical copies of such disclosure made to the stock exchanges(s) which shall be preserved for the period as per the Company’s Policy on Preservation of Documents.

## 5. Disclosures

The Company shall disclose the Policy on its website.

## 6. Amendment

Any change in the Policy shall be approved by the Board of Directors of the Company. The Board of Directors shall have the right to withdraw and / or amend any part of this Policy or the entire Policy, at any time, as it deems fit, or from time to time, and the decision of the Board in this respect shall be final and binding.