

**RUIA AQUACULTURE FARMS LIMITED**  
**POLICY FOR ARCHIVAL OF DOCUMENTS**

[Pursuant to Regulation 30(8) of Securities and Exchange Board of India, (Listing Obligations and Disclosure Requirements) Regulations, 2015]

## **1.0 OBJECTIVE**

1.1 The Board of Directors of Ruia Aquaculture Farms Limited (the “**Company**”) has adopted this policy for the archival of documents of the Company (the “**Policy**”), in accordance with, and to comply with the provisions of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“**Listing Regulations**”).

Since the disposition phase of the records is critically important from the perspective of legal and economical maintenance of records, therefore, it becomes imperative to retain those records having long term value to the Archives for permanent storage and to suitably deal with the records having relevance for a specific period of time. Through this Policy, the Company seeks to preserve and manage the records in a consistent and logical manner to achieve the below mentioned objectives: -

- to meet the legal standards for protection, storage, and retrieval of the record;
- to use the space on the website efficiently; and
- to minimize the cost of record retention.

The Company is committed to establish and maintain information that meets its business needs, accountability requirements and stakeholder expectations. The Policy aims at nourishing the transparency, accountability and better relationship with stakeholders.

1.2 This Policy shall be effective from December 1, 2015.

## **2.0 DEFINITIONS**

All the words and expressions used in this Policy, unless defined herein, shall have meaning assigned to them in the in the Companies Act, 2013, rules made there under, Listing Regulations and other applicable statutory enactments (collectively, the “**Statutory Provisions**”), as the case may be, as amended from time to time.

## **3.0 ARCHIVING OF DOCUMENTS HOSTED ON THE COMPANY'S WEBSITE**

3.1 The events or information of the Company disclosed to the stock exchanges (the “**Disclosed Information**”) where the securities of the Company are listed, shall be disclosed on the website of the Company i.e. [www.ruiaaquaculturefarmsltd.com](http://www.ruiaaquaculturefarmsltd.com) (the “**Website**”) and shall be hosted on the Website for a minimum period of five (5) years from the date of each such disclosure (“**Mandatory Hosting Period**”).

3.2 Beyond the Mandatory Hosting Period, the Disclosed Information shall be archived for such other additional period as may be required considering the requirement of various statutes, law, regulations etc. and other legal & administrative aspects (the “**Archival Period**”).

3.3 No Disclosed Information shall be deleted or destroyed or purged from the Website or from the archival without the prior written approval of any one of the Key Managerial Personnel of the Company appointed under the Companies Act, 2013.

#### **4.0 DISCLOSURE**

This Policy shall be disclosed on the Website of the Company.

#### **5.0 INTERPRETATION**

In case of any conflict between the provisions of this Policy and of Statutory Provisions, the Statutory Provisions shall prevail over this Policy. Any subsequent amendment/ modification in the Statutory Provisions shall automatically apply to this Policy.

In case of any clarification required with respect to this Policy, kindly contact the Company Secretary of the Company.

#### **6.0 REVIEW**

This Policy shall be reviewed periodically and may be amended by the Board/ Committee thereof, as may be deemed necessary.