



Zeal & Innovation in Medicine

## ARCHIVAL POLICY

### Legal Framework:

**Regulation 30 (8) of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015, provides that:**

*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.*

### Policy:

Taking into account the aforesaid applicable provisions, the Board of Directors of ZIM LABORATORIES LIMITED (the Company) has framed the Archival Policy which is as under:

1. All disclosures made by the Company to the stock exchanges where shares of the Company are listed, under Regulation 30 (8) of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015, shall be retained on the website of the Company for a minimum period of 5 years or such higher period as may be prescribed by any applicable laws. The Document may thereafter be shifted to the archives of the Company for a period of 2 years.
2. All other documents/ information which are hosted on the website of the Company pursuant to any Law/ Regulation/ Guideline as may be applicable to the Company from time to time, shall be retained on the website for such minimum period of time as may be specified under such Law/ Regulation/ Guideline or five years, whichever is more.
3. The Chairman/Managing Director is authorized to make appropriate changes to the policy as he may deem expedient taking into account the applicable laws for the time being in force.
4. This policy shall be placed on the Company's website.
5. This policy is subject to review from time to time.

## ZIM LABORATORIES LIMITED

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