

POLICY ON ARCHIVAL OF DOCUMENTS

INTRODUCTION

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.”

Therefore, to ensure compliance with the aforesaid Regulation, Retina Paints Limited (“the Company”) hereby frames the Policy for Archival of Documents pertaining to events / information disclosed to stock exchange in its website, which is mentioned below:

This Policy is adopted by Board of Directors (“Board”) on 29th DECEMBER 2022 and shall be effective from that date.

POLICY

Copies of all material disclosures / material information made to the stock exchanges under Regulation 30 of LODR (“Disclosed Information”) shall be hosted on the website of the Company for a minimum period of 5 years. After a period of 5 years from the date of filing the material disclosures / material information to the stock exchanges, the copies of such material disclosures / material information shall be archived from the website of the Company.

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

Any one intending to review the material disclosures / material information after 5 (five) years may write to the Company Secretary of the Company.

REVIEW OF THE POLICY

The Board shall review the Policy from time to time based on the changing needs and make suitable modifications as may be necessary. Any change in the Policy shall be approved by the Board of the Company and the decision of the Board in this respect shall be final and binding.

In case of any amendment(s), clarification(s), circular(s) etc. issued by the relevant authorities, not being consistent with the provisions laid down under this Policy, then such amendment(s), clarification(s), circular(s) etc. shall prevail upon the provisions hereunder and this Policy shall stand amended accordingly from the effective date as laid down under such amendment(s), clarification(s), circular(s) etc.

COMMUNICATION OF THIS POLICY

This Policy shall also be posted on the website of the Company.