



SHYAMA COMPUTRONICS AND SERVICES LIMITED

(Formerly known as Shyama Infosys Limited)

ARCHIVAL POLICY

Effective- May 29, 2024

[As approved by Board of Directors on May 29, 2024]

Shyama Computronics and Services Limited

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ARCHIVAL POLICY

1. INTRODUCTION

Shyama Computronics and Services Limited (formerly known as Shyama Infosys Limited) (hereinafter referred to as “Company”) has formulated the Archival Policy (“Policy”) in accordance with Regulation 30(8) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (hereinafter referred to as “Listing Regulations”).

2. OBJECTIVES

Regulation 30(8) of the Listing Regulations which requires all listed companies to host on its corporate website all such events or information which has been disclosed to stock exchange(s) under the said Regulation, for a minimum period of five years and thereafter as per the archival policy of the listed entity, as disclosed on its website. Thus this Policy seeks to enhance transparency, accountability and better relationship with stakeholders, by providing a framework for disclosure of required information/events on the website of the Company.

3. POLICY

All events or information disclosed to the Stock Exchange(s) under Regulation 30 of the Listing Regulations shall be hosted on the Company’s website for a minimum period of five years from the date of uploading of the same and thereafter will be archived for a period of three years. Thereafter, the information/documents may be deleted/removed from the website.

All information required to be uploaded on the Company’s website in pursuance of any other statute / legislation/regulation, shall be hosted on the Company’s website, in the form, manner and for such period as may be mandated by that statute/legislation/regulation etc.

All information/documents hosted on the website of the Company voluntarily by the management shall be retained on the website/archive section for such period of time as may be deemed fit at the absolute discretion of the Management.

4. REVIEW THE POLICY

The Board of Directors has the right to amend or modify this Policy in whole or in part, at any time, without assigning any reason whatsoever, subject, however, to the condition that such alterations shall be in consonance with the provisions of the applicable law.

In any circumstance where the terms of this Policy differ from any applicable law governing the Company, such applicable law will take precedence over this Policy and procedures until such time as this Policy is modified in conformity with the applicable law.
