



YUG DECOR LIMITED

CIN: L24295GJ2003PLC042531

Regd. Office: 709-714, Sakar- V, B/H Old Natraj Cinema,
Ashram Road, Ahmedabad-380 009
Ph. No.: +91 79 26580920/ 48955109
Email Id: account@yugdecor.com, cs@yugdecor.com

ARCHIVAL POLICY

Approved by: Board of Directors on May 27, 2025

1. INTRODUCTION:

Securities and Exchange Board of India has notified Securities and Exchange Board of India (Listing Obligation and Disclosure Requirements) Regulations, 2015 (“**Listing Regulations**”). These regulations require every listed Company to give various disclosures of corporate actions, events, documents etc. on the website of the Company. These disclosures made on the website can be archived as per the Policy.

This policy shall govern the disclosure and archival of such contents only which have been disclosed on the website of the Company pursuant to the compliance with the above mentioned Regulations and which are disclosed with stock exchanges. Other contents displayed / hosted on the website shall be out of purview of the Policy and can be archived /deleted as per the requirement of the content.

2. OBJECTIVE:

Regulation 30(8) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, requires the Company to formulate a Policy on archival of Information / events disclosed on the website of the Company. The object is to ensure the preservation and availability of the Documents of the Company after their required regulatory preservation period for any legal, administrative, and historical purposes, in respect of Documents which are hosted on the website of the Company.

3. POLICY:

In line of reference to the Company’s “Policy on determination of Materiality of Events / Information”, the Company shall disclose all such events to the Stock Exchanges and such disclosure shall be hosted on the website of the Company under the section entitled “Investor Section” for a period of five years, from the end of the financial year in which the said disclosure was made, and thereafter the same be archived so as to be available for retrieval for such period as may be decided by the Company Secretary.

4. CLASSIFICATION OF DOCUMENTS:

For the purpose of this Policy, the Documents of the Company are classified as follows:

1. Documents which need to be preserved permanently by the Company subject to modifications, amendments, additions, deletions or any changes made therein from time to time. Provided that all such modifications, amendments, additions or deletions in the Documents shall also be preserved permanently by the Company.
2. Documents with a preservation period of not less than the time period stipulated in the SEBI Listing Regulations and other laws and statutes applicable to the Company from time to time after completion of the relevant transactions and subject to modifications, amendments, additions, deletions or any changes made therein from time to time. Provided that all such modifications, amendments, additions or deletions in the Documents shall also be preserved for the said period. This period is currently eight years.

5. MODE OF PRESERVATION OF DOCUMENTS:

- a. The Documents may be preserved either in physical or electronic form.
- b. The officer(s) of the Company who is/are generally expected to observe the compliance of requirements of applicable law shall be the person(s) responsible to preserve the Documents ('authorized person'). This is more particularly set out in the guidance manual.
- c. The preservation of Documents should be in such a manner to ensure there is no tampering, alteration, destruction or anything which endangers the content, authenticity, utility or accessibility of the Documents.
- d. The preserved Documents must be accessible at all reasonable times. Access may be controlled by the authorized person for preservation, so as to ensure integrity and confidentiality of the Documents and prohibit unauthorized access.
- e. The Company shall make appropriate provisions for back-up of all Documents preserved both physically and electronically.

6. DESTRUCTION OF DOCUMENTS:

After the expiry of the retention period, the preserved Documents may be destroyed in such mode as may be recommended by the authorized person and approved by the managing director of the Company. The details of Documents destroyed by the Company shall be recorded in the register of disposal of records to be kept by authorized persons who are disposing of the Documents in the format prescribed in the guidance manual. This applies to both physical and electronic Documents.

7. REVIEW:

This Policy will be periodically reviewed and amended based on any changes in the laws, rules and regulations applicable to the Company from time to time or changes in internal processes.

8. DISSEMINATION:

This Policy shall also be disclosed on the website of the Company i.e. www.yugdecor.com

9. INTERPRETATION:

In any circumstance where the terms of this Policy are inconsistent with any existing or newly enacted law, rule, regulation or standard governing the Company, the said law, rule, regulation or standard will take precedence over this Policy and procedures.
