

## FINE ORGANIC INDUSTRIES LIMITED

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### ARCHIVAL POLICY

#### Background

Fine Organic Industries Limited (“**Company**”) has framed a “Policy for determination of Materiality of Events” as required under Regulation 30 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“**Listing Regulations**”), for determination of materiality for disclosure of events or information to BSE Limited and National Stock Exchange of India Limited (collectively, the “**Stock Exchanges**”), based on the criteria specified in the Listing Regulations. The policy is uploaded on the website of the Company.

Regulation 30(8) read with Regulation 46 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“**Listing Regulations**”) requires all listed companies to host on its website all the disclosures of material events and information which has been communicated to stock exchange(s) under the Listing Regulations for a minimum period of five years and thereafter as per the archival policy of the concerned Company.

#### Policy Objective

To define principles and guidelines for ensuring protection, maintenance and archival of Fine Organic Industries Limited (“**Company**”) disclosures, documents and records that are placed on its website viz., [www.fineorganics.com](http://www.fineorganics.com)

#### Archival Policy

1. All the relevant disclosures of information and events communicated to the stock exchanges in accordance with the Policy of Determination of Materiality of Events and the Listing Regulations will be hosted on the website of the Company for a period of five years from the date of its hosting on the website and thereafter it will be shifted to the section entitled “*Archives*” hosted on the website of the Company.
2. The disclosures of information and events communicated to the stock exchanges will be retained on the website of the Company in the section entitled “*Archives*” for a minimum period of two years. Such disclosures which have been shifted to the section entitled “*Archives*” hosted on the website of the Company may be archived from the website of the Company after completion of the two years, commencing after completion of the five year period as prescribed under the Listing Regulations. Subsequently, anyone intending to review archived information and events communicated to the stock exchanges may write to the Company Secretary and Compliance Officer of the Company.
3. The Company may use the services of external vendor with appropriate experience infrastructure in this regard.
4. 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.
5. Adoption of this Policy shall be communicated to the Stock Exchange(s) where the Company’s Equity Shares are listed. This Policy shall also be disclosed on the website of the Company.