

# **STERLING GREENWOODS LIMITED**

## **WEBSITE CONTENT ARCHIVAL POLICY**

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### **1. PREAMBLE**

Securities and Exchange Board of India has notified SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015. These regulations require every listed Company to disclose on its website all such events or information which has been disclosed to the Stock Exchange(s) 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.

### **2. SCOPE**

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 Exchange. 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.

### **3. OBJECTIVES OF THE POLICY**

The main objective of this policy is to ensure that all the documents, disclosures made to the stock exchanges pursuant to the Regulations are hosted on the website and transferred to the archives folder of the Website of the Company after the completion of five years from the date of disclosure or event.

The major objectives of the policy are:

- (i) Identification of Information, documents, events, etc. which are required to be disclosed on the website of the Company.
- (ii) Ensuring that all the information is disclosed at the relevant link and there is unanimity in the same every time.
- (iii) Ensure that all the information, documents, events disclosed on the website of the Company, unless otherwise specified in the Act, shall remain on the website for the five years from the date of disclosure.

- (iv) After completion of five years of disclosure of the respective documents, shall be moved to the respective archives folder on the website of the Company.
- (v) Documents which are required to be hosted on the website for a particular period, shall be deleted after the due date, therefore, it shall not be saved to archives folder.
- (vi) Certain documents like Policies, Codes of Conduct and other documents which are required to be continuously displayed on the website, shall not be archived.

#### 4. DEFINITIONS

- (i) “**Act**” means the Companies Act, 2013, Rules framed there under and any amendments thereto;
- (ii) “**Listing Regulations**” means Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and any amendments thereto;
- (iii) “**the Company**” in the policy shall mean “Sterling Greenwoods Limited”.
- (iv) “**Board of Directors**” or “**Board**” means the collective body of the Directors of the company;
- (v) “**Policy**” means, “Website Content Archival Policy.”
- (vi) “**Website**” means website of the Company i.e. [www.sterlinggreenwoods.com](http://www.sterlinggreenwoods.com).

#### 5. INTERPRETATION

Terms that have not been defined in this Policy shall have the same meaning assigned to them in the Companies Act, 2013, Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and/ or any other SEBI Regulation(s) as amended from time to time.

#### 6. GUIDELINES

The Company being listed on BSE (“Stock Exchange”), regularly sends various information, financial statements, notices and other disclosures, as

required under Listing Regulations to Stock Exchange where securities of the Company are listed. As required under the Act and the Listing Regulations, the same are also displayed and hosted on the website of the Company.

Regulation 46 of Listing Regulations requires the listed Company to maintain a functional website containing basic information about the Company and other prescribed details.

Regulation 30 (8) of Listing Regulations requires the Listed Company to disclose on its website all such events or information which has been disclosed to Stock Exchange under this Listing Regulations, and such disclosures shall be hosted on the website of the Company for a minimum period of five years and thereafter as per the archival policy of the Company, as disclosed on its website.

## **7. POLICY**

The documents, information, disclosures, notices, policies as provided under the Listing Regulations and the Act, which are required to be disclosed on the website, shall be uploaded on the website of the Company. The website of the Company shall be reviewed on regular intervals for ensuring that all the above mentioned disclosures are available on the website of the Company as required.

These disclosures, unless otherwise mentioned in the Act itself, shall be hosted on the website for the specified period and thereafter shall be moved/ transferred to Archives folders under the respective heads/ sub-folders, in a way so that these can be searched easily as and when required by any person. The documents/ disclosures shall be kept in the archive folders till such time as may be required by law.

## **8. POLICY REVIEW**

This policy shall be reviewed from time to time so that the policy remains compliant with applicable legal requirements. The Company Secretary will keep the policy updated as per applicable statutory guidelines.

## **9. DISCLOSURES**

The updated policy shall be continuously hosted on the website of the Company.