

# GUJARAT POLYSOL CHEMICALS LIMITED

CIN No. U24231GJ1989PLC012892

Regi Office Address: Plot No. 1734, Third Phase, GIDC, Vapi,  
Dist. Valsad, Vapi, GJ 396195 IN

Email Id: [gujaratpolysol@gmail.com](mailto:gujaratpolysol@gmail.com), Contact No. +91 99251 00331

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## ARCHIVAL POLICY

### 1. Preface

As per Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 as amended (**SEBI Listing Regulations**), every listed entity is required to make disclosures of any events or information which, in the opinion of the board of directors of the listed company, is material and such disclosures shall be hosted on the website of the listed company for a minimum period of 5 years & thereafter as per the archival policy of the company as disclosed on its website.

### 2. Policy

Gujarat Polysol Chemical Limited (**Company**) has formulated this Archival Policy (**Policy**) for ensuring compliance with the provisions under Regulation 30(8) of the SEBI Listing Regulations for protection, maintenance and archival of the Events or Information (defined below) disclosed to the stock exchange(s) which are also hosted on its website. Additionally, the Policy shall also include such other Events or Information which are required to be hosted on the website of the Company in terms of other Applicable Law (defined below) as may be decided by the Authorised Person (as defined).

### 3. Definitions

"**Applicable Law**" means any law, rules, circulars, guidelines or standards under which disclosure of Events or Information on the website has been prescribed.

"**Archived Documents**" means details of Events or Information (defined here in below) as placed or maintained in the archived folder.

"**Authorised Person**" means Shaileshkumar Balvantrai Desai, Managing Director, Rajesh Shyambadan Singh, Chief Executive Officer, Dipakkumar Mohanlal Sanghani, Chief Financial Officer and Company Secretary.

"**Board**" means the Board of Directors of the Company or its Committee.

"**Events or Information**" refers to the information/ events that are required to disclose in website of the Company in terms of Regulation 30(8) of the SEBI Listing Regulations and other Applicable Law.

### 4. Coverage

This Policy covers archival of all Events or Information which has been disclosed to Stock Exchange(s) and hosted on the website of the Company in accordance with SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and other Applicable Law.

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## **5. Classification:**

The archival of Events or Information as disclosed or hosted on the website shall be done in the following manner:

- a) Where there is a period for which a Document is required to be archived as per Applicable Law, for the period required by Applicable Law.
- b) Where there is no such requirement as per Applicable Law, then for a period of not less than three years.

## **6. Location of archival**

This Policy shall be placed on the Company's website at [www.gujaratpolysol.com](http://www.gujaratpolysol.com)

## **7. Authority to make alterations to the Policy:**

The Board of Directors of the Company is authorized to amend or modify this Policy in whole or in part as and when deemed necessary, to stipulate further guidelines, procedures and rules, from time to time.

## **8. Responsibility to review the website and Archived Documents:**

In accordance with the provisions of Regulation 46 (3) of the SEBI Listing Regulations, the Authorized Person shall ensure to update any change in the content of the website within two working days of such change. The Authorized Person of the Company shall be responsible for periodic and ongoing review of the contents of the website and keep the information up to date.

The contents with respect to Events or Information as disclosed under Regulation 30(8) of the SEBI Listing Regulations would be moved to the archived folder after a period of 5 years from the date on which such disclosures/ announcements were made.

The contents with respect to Events or Information other than those mentioned above shall be moved to archived folder at such frequency as may be decided by the person subject to the provisions under Applicable Law, if any.

## **9. Removal of Archived Documents:**

The Archived Documents will be available in the archived folder for a period of three years. After the expiry of three years, the archived disclosures/ announcements shall be removed from the website of the Company.

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## **10. Interpretation:**

In any circumstance where the terms of this Policy differ from any existing or newly enacted law, rule, regulation or standard governing the Company, the law, rule, regulation or standard will take precedence over these policies and procedures until such time as this Policy is changed to conform to the law, rule, regulation or standard. Any change in the prescribed period of archiving in the Regulations or other Applicable Law shall mutatis mutandis apply to the corresponding related Clause of the Policy.

## **11. Scope and Limitation**

In the event of any conflict between the provisions of this Policy and the SEBI Regulations/Companies Act, 2013 or any other statutory enactments, rules, the provisions of such SEBI Regulations/Companies Act, 2013 or statutory enactments, rules shall prevail over this Policy.

## **12. Adoption and Validity**

This Policy has been adopted by the Board of Directors of the Company in its meeting held on February 14, 2022 and the Policy shall be effective from February 14, 2022.

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