



MONOMARK ENGINEERING (INDIA) LIMITED

ARCHIVAL POLICY

1. PREFACE

In pursuance of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Obligations"), **Monomark Engineering (India) Limited (Formerly known as Monomark Engineering (India) Private Limited)** ("the Company") is required to disclose on its website all such events or information which has been disclosed to stock exchanges where the securities of the Company are listed ("Stock Exchanges") under Regulation 30 of Listing Regulations. Further, such disclosures shall be hosted on the website of the Company for a minimum period of 5 years and thereafter as per the archival policy of the Company, as disclosed on its website. Accordingly, the Company has adopted this "Archival Policy on disclosures to be hosted from time to time on the website of the Company" ("Policy").

2. OBJECTIVE OF THE POLICY

The Objective of this policy is to comply with the provisions of Regulation 30(8) of the Listing Obligations, as mentioned below:

"The Listed entity shall disclose on its website all such events or information which has been disclosed to stock exchange(s) under this regulation, 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."

3. ARCHIVAL POLICY

All the disclosures made by the Company to the Stock Exchanges under Regulation 30 of the Listing Regulations, shall be hosted on the website of the Company for a minimum period of 5 years.

Disclosed Information which are over five years shall be kept in the archives of the Company for a period of 1 year. Anyone intending to review those disclosed Information may write to Compliance Officer of the Company.

In case the aforesaid disclosures are required by any applicable law or regulation to be hosted for a period longer than that mentioned above, such disclosures shall be hosted on the website of the company for such longer period.

Monomark Engineering (India) Limited


Director

4. COMMUNICATION OF THIS POLICY

For all new Employees and Directors, a copy of this Policy shall be handed over as a part of the joining documentation, along with other related policies. For all existing Employees and Directors, a copy of this Policy shall be handed over within one month of the adoption of this Policy by the Board of Directors of the Company. This Policy shall also be posted on the web-site of the Company.

5. AMENDMENT

Any Change in the policy shall be approved by the Board of Directors of the Company. The Board shall have the right to withdraw and/or amend any part of this policy or the entire Policy, at any time, as it deems fit, or from time to time, and the decision of the Board in this respect shall be final and binding.

In case any provision of this policy is contrary to or inconsistent with the provisions of the Companies Act, 2013, rules framed there under and Listing Regulations ("Statutory Provisions"), the provisions of Statutory Provisions shall prevail.

Monomark Engineering (India) Limited


Director