

SATTVA HOLDING AND TRADING PRIVATE LIMITED

POLICY ON ARCHIVAL OF DOCUMENTS

(Approved on 11th February, 2022

Last reviewed on 29th March, 2023)

1. Background

The Securities and Exchange Board of India (“SEBI”), vide its Notification dated September 7, 2021, has issued the SEBI (Listing Obligations and Disclosure Requirements) (Fifth Amendment) Regulations, 2021 (“Regulations”). The Regulations came into force from September 7, 2021. The Regulations mandate debt listed entities to formulate an archival policy. It is in this context that the Policy on Archival of Documents (“Policy”) is being framed and implemented.

2. Objective of the Policy

The objective of this Policy is to comply with Regulation 51(3) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as mentioned below:

“The listed entity shall disclose on its website, all such events or information which have 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

In accordance with the provisions of the aforesaid Regulation, the Company shall ensure that all the information shall be hosted on the Company’s website (www.sattvaholding.com) for a period of 5 years and thereafter will be archived for a period of 1 year.

4. Effective Date

The Policy, as reviewed by the Board of Directors, shall be effective from March 29, 2023.