

ARCHIVAL POLICY

LEGAL FRAMEWORK

This Policy has been formulated and approved by the Board of Directors of KLG Capital Services Limited (hereinafter referred to as the “Company” or “KLG”) in accordance with the requirement of Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”).

The Company maintains a website (www.klgcapital.com) which, inter alia, hosts information mandated under various laws, including the Listing Regulations and the Companies Act, 2013, as amended from time to time.

Pursuant to Regulation 30 of the Listing Regulations, the Company is required to make disclosures of any events or information which is material in terms of the said Regulation 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.

Accordingly, the Company has framed this Archival Policy to determine the period for which the information required by the Company to be disclosed on its website, will be hosted on the website and the period for which it will be archived thereafter.

This policy shall come into effect from December 01, 2015.

DEFINITIONS

1. **“Board of Directors”** or **“Board”** means the Board of Directors of the Company, as constituted from time to time.
2. **“Policy”** means this Archival Policy, as may be amended from time to time.

POLICY

All events or information disclosed under Regulation 30/as per the Policy on Regulation 30 adopted by the Company (as may be amended from time to time), to the Stock Exchange(s) on which the Company is listed and hosted on the Company’s website shall be available on the Company’s website for a period of five years from the date of uploading of the same on the website. However, based on feedback over a period of time, if the disclosure requires a longer storage, the same will be considered appropriately.

All events or information required to be uploaded on the Company’s website in pursuance of any other Statute / Legislation / Regulation, shall be hosted on the Company’s website for such period

as may be mandated by that Statute / Legislation / Regulation. In case if no period is mandated, the said events or information shall be hosted on the website for a maximum period of five years from the date of uploading or till it is relevant.

After a period of five years has elapsed since the date of uploading of the events or information on the Company's website; the same would be archived under the heading "Past Events/Information".

The archived events or information would be available for a period of three years.

After the expiry of period of three years, the archived events or information will be removed from the website of the Company.

Any one intending to review the events or information after its removal from the website may write to the Company Secretary of the Company.

OFFICER RESPONSIBLE

The Manager of the Company shall be responsible for ensuring overall compliance of this Policy.

DISCLOSURES

This Policy shall be disclosed on the website of the Company (www.klgcapital.com).

MISCELLANEOUS

Any terms used in this Policy but not defined herein shall have the same meaning ascribed to it in the Listing Regulations or any other relevant legislation / law applicable to the Company.

AMENDMENT

Any subsequent amendment/modification in the Listing Regulations and/or other applicable laws in this regard shall automatically apply to this Policy.

The Board of Directors can amend this Policy, as and when deemed fit.
