

OLYMPIA CAPITAL LIMITED

ARCHIVAL POLICY

(PURSUANT TO REGULATION 30(8) OF SEBI (LISTING OBLIGATIONS AND DISCLOSURE REQUIREMENTS), REGULATIONS 2015)

1. **PREAMBLE:**

The Securities and Exchange Board of India (“SEBI”), vide its Notification dated September 2, 2015, issued the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”). The Listing Regulations come into force from December 1, 2015. Regulation 30(8) of the SEBI (Listing Obligations and Disclosure Requirements) Regulation, 2015 mandate listed entities to formulate a Policy for preservation and archiving of documents. It is in this context that the Document Retention and Archival Policy (“Policy”) is being framed and implemented.

2. **OBJECTIVE:**

This Policy emphasizes on the importance of preservation of the records and disclosures hosted on the website of the Company for making information accessible to the general public for taking well-informed decisions.

The object of this policy is to disseminate equal, adequate and timely information to the shareholders through the website of the company and to enable them to track the performance of the Company over regular intervals of time and provide sufficient information to enable investors to assess the current status of the Company.

3. **DEFINITIONS:**

“**Act**” means the Companies Act, 2013

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

“**Board**” means the Board of directors of the Company or its Committee.

“**Company**” means Olympia Capitals Limited.

“**Policy**” means this Archival Policy.

“Listing Regulations” means the Securities and Exchange Board of India (Listing Obligation and Disclosure Requirements) Regulations, 2015.

4. SCOPE OF THE POLICY:

- The Company shall after making disclosure of event or information to the Stock Exchanges shall also host such information on its website at www.olympiacapitals.com All events / information disclosed to Stock exchanges in pursuance of Regulation 30(8) of the Listing Regulation shall be hosted on the website for the minimum period of 5 years from the date of occurrence / happening of an event or transaction;
- Every kind of information which is mandated to be disclosed on the website as per the provisions of any applicable statutes, rules and regulations shall be hosted on the website of the Company for such time period as specified under the applicable Statutes, rules and regulations;
- Thereafter depending upon the nature, materiality, impact and relevance of the material event, the disclosure of such material event can continue to remain hosted on the Company’s website for a longer period of time as may be decided by the Board from time to time.

5. AUTHORITIES & RESPONSIBILITIES:

It shall be the responsibility of the Company or Compliance Officer for periodic and ongoing review of the contents of the website and keep the information up to date. The records shall be moved to the Archives only after the approval of the Compliance officer. In accordance with the provisions of Regulation 46 (3), the Compliance Officer shall ensure to update any change in the content of the website within two (2) working days of such change.

The Company will ensure dissemination of all information as required under the Code of Practices and Procedures for Fair Disclosure of Unpublished Price Sensitive Information and also the Policy for determining Materiality of an Events or Information.

6. DISSEMINATION OF POLICY:

The Archival Policy shall be uploaded on the website of the Company at www.olympiacapitals.com

7. GENERAL:

- This Policy will be regularly monitored and reviewed to ensure that it remains relevant to the Company’s business aims and requirements. Compliance with this

Policy and associated procedures will be monitored on an ongoing basis through self-assessment procedures and reviews.

- The Board of Directors of the Company shall have the power to modify, amend or replace this Policy in part or full as may be thought fit from time to time in their absolute discretion as far as it is not in contravention with the provisions of the Applicable Law.
- In the event of any conflict between the provisions of the Listing Regulation / Companies Act, 2013, or in case of any omission of any of the provisions of the Listing Regulation / Companies Act, 2013, the provisions of the Listing Regulation / Companies Act, 2013, as amended shall prevail or be applicable, as the case may be.
- Any other term not defined herein shall have the same meaning as defined in the Companies Act, 2013, the Listing Regulations or any other applicable law or regulation to the extent applicable to the Company.

8. Compliance

Failure to comply with this Document Retention Policy may result in disciplinary action. Questions about this policy should be referred to the Office of the Group General Counsel, who is in charge of administering, enforcing and updating this policy.

.....