



**ASPRI SPIRITS LIMITED**  
(Formerly known as Aspri Spirits Private Limited)



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(FORMERLY KNOWN AS ASPRI SPIRITS PRIVATE LIMITED)

## **ARCHIVAL POLICY**

### **Version History**

<b>Document Title</b>	<b>Archival Policy</b>
<b>Version</b>	<b>1.0</b>
<b>Effective Date</b>	<b>05.12.2025</b>
<b>Document Approved by</b>	<b>Board of Directors</b>



## **ARCHIVAL POLICY**

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### **1. BACKGROUND**

Regulation 30(8) and Regulation 46 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“SEBI Listing Regulations”) requires the listed companies to disclose on its website all such events or information which have been disclosed to Stock Exchange(s) under the said Regulations, and such information shall be hosted on the website of the company for a minimum period of five years and thereafter as per Archival Policy of the Company, as disclosed on its website. Accordingly Aspri Spirits Limited (“the Company”) has laid down this policy which may be called “Archival Policy for hosting information on the Company’s website”.

### **2. OBJECTIVES OF THE POLICY**

Pursuant to Regulation 30(8) of the SEBI Listing Regulations, the Company shall disclose on its website all such events or information which has been disclosed to the Stock Exchanges under Regulation 30 of the SEBI Listing Regulations. Such disclosures shall also be hosted on the Company's website for a minimum period of five (5) years, as statutorily required, and thereafter as per the archival policy of the Company. The Policy shall be disclosed on the Company's website.

The major objectives of the Policy are:

- (a) Identification of information, documents, events, etc. which are required to be disclosed on the website of the Company;
- (b) Ensuring that all the information is disclosed at the relevant time and with proper link, and to maintain unanimity every time;
- (c) Ensuring that all the information/ documents/ events disclosed on the website of the Company, unless otherwise specified under the Companies Act, 2013, shall remain on the website for the period of five (5) years from the date of disclosure of such information/ documents/ events;
- (d) Ensuring that after completion of five (5) years from date of disclosure of the respective documents/ information/ events, same should be moved to the respective archives folder on the website of the Company;
- (e) Ensuring that documents/ information/ events which are required to be uploaded on the website of the Company for a particular period, shall be deleted after the due date without movement in archives folder; and
- (f) Ensuring that certain documents like policies of the Company, codes of conduct and other documents which are required to be continuously displayed on the website, shall not be archived.

### **3. POLICY**

The required documents, information, disclosures, notices, policies as provided under the SEBI Listing Regulations and the Companies Act, 2013, and the rules framed thereunder as amended (“Companies Act”), which are required to be disclosed on the website, shall be uploaded on the website of the Company. The website of the Company shall be reviewed on regular intervals for ensuring that all the above-mentioned disclosures are available on the website of the Company, as required.



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The required disclosures, unless otherwise mentioned in the Companies Act itself, shall be hosted on the website for a minimum period of five (5) years and thereafter shall be moved/ transferred to archives folders under the respective heads/ sub-folders, in a way so that these can be searched easily as and when required by any person.

The documents/ disclosures shall be kept in the archive folders for a further period of at least five (5) years as may be decided by any one of Managing Director, Chief Executive Officer, Chief Financial Officer and Company Secretary of the Company.

**4. AMENDMENT**

The Board of Directors may amend or modify this Policy, in whole or in part, at any time without assigning any reason whatsoever.

**5. DISCLOSURE ON WEBSITE**

The policy shall be continuously hosted on the website of the Company after the approval of the Board of Directors and after every amendment/ updating thereof.

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