

POLICY ON ARCHIVAL OF DOCUMENTS

1. Background:

The SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Regulations”) mandate 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 Policy:

The objective of this Policy is to comply with Regulation 30(8) 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 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:

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.suvidhaa.com) for a period of 5 years and thereafter will be archived for a period of 1 year.

4. Policy Review:

This Policy shall be subject to review as may be deemed necessary and in accordance with any regulatory amendments.

5. Website:

This Policy shall be disclosed on the website of the Company.