

ARCHIVAL POLICY

BALAJI AMINES LIMITED

(Last updated on 12th February, 2025)

I. TITLE

This Policy shall be called 'Archival Policy'.

II. COMMENCEMENT

This Policy shall be effective from with effect from 1st December, 2015.

III. OBJECTIVE

- This Policy is framed in accordance with the requirement under Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (including any amendments thereof).
- The Company is required to disclose the policy on its website.

IV. DEFINITIONS

- a. **"Board"** means the Board of Directors of Balaji Amines Limited.
- b. **"Company"** means Balaji Amines Limited.
- c. **"Policy"** means this Policy, as amended from time to time.
- d. **"Listing Regulations"** means the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (including any amendments thereof).

V. POLICY

- a. The Company shall disclose on its website under "Investor Relations" section all such events or information ("disclosures") which are required to be disclosed to the stock exchanges under Regulation 30 read with Schedule III of the Listing Regulations.
- b. The disclosures made to the stock exchanges shall be hosted on the Company's website for a period of five years from the date of initial posting.
- c. Transcripts of post-earning / quarterly calls to be available on website for 5 years and thereafter be preserved by the company for 8 years.
- d. Audio / video recordings to be available on website for 2 years. This audio / video recordings be preserved by company for 8 years as per this policy.
- e. The disclosures shall thereafter be archived under the heading "Archives" and shall be retained on the Company's website for such period as may be decided by the Managing Director from time to time, subject to applicable law.

VI. AMENDMENTS

The Board shall have the power to amend any of the provisions of this Policy, substitute any of the provisions with a new provision or replace this Policy entirely with a new Policy.
