



# **HARISH TEXTILE ENGINEERS LIMITED**

## **ARCHIVAL POLICY**

**Harish Textile Engineers Limited**

**CIN: L29119MH2010PLC201521**

**Registered Office: 2<sup>nd</sup> Floor, 19 Parsi Panchayat Road, Andheri East. Mumbai-400069, Maharashtra, India.**

**Tel.:022-28367151/40373000 Email: [info@harishtextile.com](mailto:info@harishtextile.com) [www.harishtextile.com](http://www.harishtextile.com)**



## **1. BACKGROUND**

The Securities and Exchange Board of India ("SEBI"), vide its Notification dated September 02, 2015, issued the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015. The said Regulations mandate listed entities to formulate a Policy for archiving of documents. It is in this context that the Policy on Archival of Documents ("Policy") is being framed and implemented.

## **2. DEFINITIONS**

In this Policy, unless the context otherwise requires:

"Company" means Harish Textile Engineers Limited.

"Regulations" means Securities and Exchange Board of India (Listing Obligations & Disclosure Requirements) Regulations, 2015.

Words and expressions used in this Policy but not defined shall have the meaning as given in the SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015.

Any subsequent modification and/or amendments brought about by SEBI in the SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015 shall automatically apply to this Policy.

## **3. OBJECTIVE OF THE POLICY**

The objective of this Policy is to comply with Regulations 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*

**Harish Textile Engineers Limited**

**CIN: L29119MH2010PLC201521**

**Registered Office:** 2<sup>nd</sup> Floor, 19 Parsi Panchayat Road, Andheri East. Mumbai-400069, Maharashtra, India.

Tel.:022-28367151/40373000 Email: info@harishtextile.com www.harishtextile.com



*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."*

The purpose of this document is to present a high level policy statement for Harish Textile Engineers Limited ("the Company") regarding preservation of its documents in accordance with all the statutory and regulatory provisions applicable to the Company including the Companies Act, 2013 and SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("LODR").

This policy would contain guidelines on how to identify documents that need to be maintained, how long certain documents should be retained, and how and when those documents should be disposed off, if no longer needed pursuant to the applicable statutory and regulatory provisions.

This policy has been adopted and approved by the Board of Directors at its meeting held on June 21, 2019.

#### **4. 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.harishtextile.com](http://www.harishtextile.com)) for a period of five years and thereafter will be archived for a period 3 years.

#### **5. DISCLOSURE/ AMENDMENT**

This Policy as amended from time to time shall be made available at the website of the Company. The right to interpret/amend/modify this Policy vests in the Board of Directors of the Company.

#### **6. INTERPRETATION**

**Harish Textile Engineers Limited**

**CIN: L29119MH2010PLC201521**

**Registered Office:** 2<sup>nd</sup> Floor, 19 Parsi Panchayat Road, Andheri East. Mumbai-400069, Maharashtra, India.

Tel.:022-28367151/40373000 Email: [info@harishtextile.com](mailto:info@harishtextile.com) [www.harishtextile.com](http://www.harishtextile.com)



Notwithstanding anything contained in this Policy, the Company shall ensure compliance with any additional requirements as may be prescribed under any laws/regulations either existing or arising out of any amendment to such laws/regulations or otherwise and applicable to the Company, from time to time.

In the event of any conflict between the provisions of this Policy and of the Companies Act, 2013 or Listing Regulations or any other statutory enactments, rules, the provisions of such Companies Act, 2013 or Listing Agreement or statutory enactments, rules shall prevail over this Policy. Any subsequent amendment / modification in the Listing Regulations, Companies Act, 2013 and/or applicable laws in this regard shall automatically apply to this Policy.

**Harish Textile Engineers Limited**

**CIN: L29119MH2010PLC201521**

**Registered Office:** 2<sup>nd</sup> Floor, 19 Parsi Panchayat Road, Andheri East. Mumbai-400069, Maharashtra, India.

Tel.:022-28367151/40373000 Email: [info@harishtextile.com](mailto:info@harishtextile.com) [www.harishtextile.com](http://www.harishtextile.com)