

SHANKARA BUILDING PRODUCTS LIMITED

ARCHIVAL POLICY

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In accordance with Regulation 30(8) of the SEBI (Listing obligations and Disclosure Requirements) Regulations, 2015, as amended (the “**SEBI Listing Regulations**”), Shankara Building Products Limited (the “**Company**”) has framed a formal policy for archiving data and documents in relation to the Company (this “**Policy**”).

1. PREFACE

In the present digital world, companies create and store electronic documents and information on their websites. The website is a single domain that consists of different web pages within the domain or sub-domains that convey information about the business carried out by the company.

The Company’s website is hosted on the domain [www.shankarabuildpro.com] (the “**Website**”)

The Website provides reliable information to describe the business and the information hosted on the Website. The Website is updated on a regular basis depending on the requirements of the various departments of the Company. Although web pages are frequently updated, the Company also archives certain types of documents and information to serve as a historical record for the Company.

Content archiving is the process of collecting portions of the Website and ensuring that the collection is preserved in an archive and maintain records required for statutory purposes.

Archived data consists of older data that is still important to the organization and may be needed for future reference, as well as documents/information that must be retained for regulatory compliance.

2. SCOPE AND APPLICABILITY

This Policy applies to such documents/ information hosted and visible to the public on the website of the Company i.e. [www.shankarabuildpro.com hosting investor-related data which needs to be archived for statutory purposes.

3. DATE OF IMPLEMENTATION

The content archiving policy shall come into force from the date of listing of the equity shares of the Company on the BSE Limited and the National Stock Exchange of India Limited. This policy has been issued with the approval of the Board and shall also be posted on the Website of the Company.

4. DOCUMENTS/ INFORMATION WHICH SHALL BE ARCHIVED

4.1 Broadly, there are two types of documents:

- (a) Documents whose preservation shall be permanent in nature; and

(b) Documents with preservation period of not less than eight years after completion of the relevant transaction

The Company may keep the documents specified in clauses 4.1 (a) and (b) in electronic mode.

Financial Data: The Company's web page provides access to financial documents/ information for existing and potential stakeholders which are regulatory in nature, including annual reports and financial results.

Press Releases and News Announcements: The Company's website provides information/ data which is relevant to the media, researchers or investors who seek information on the growth of the Company and significant events of the past. This shall also include events or transactions or information which are disclosed by the Company to the Stock Exchanges in terms of Regulation 30 of the SEBI Listing Regulations.

5. ARCHIVING MECHANISM

The Company shall maintain all records as per the Companies Act, 2013, as amended, and the SEBI Listing Regulations for not less than the time prescribed under applicable law, as amended from time to time. The Company shall disclose on its website all such events or information which is required to be and has been disclosed to stock exchange(s) under the SEBI Listing Regulations, and such disclosures shall be hosted on the website of the Company for a period of five years. These archives shall be made available on a written request made to the compliance officer of the Company.

6. REVIEW & AMENDMENT

This Policy shall be reviewed as and when required to ensure that it meets the objectives of the relevant regulation and remains effective. The Board has the right to change/amend this Policy at any time at its discretion and the new policy shall be displayed to the stakeholders.