



## **BERAR FINANCE LIMITED**

### **ARCHIVAL POLICY**

**RECORD OF REVIEW:**

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Revision Number	-
Document Classification	Internal
Originally formulated	November 13, 2021
Created by	Secretarial Department
Reviewed by	Board of Directors of the Company
Approved by	Board of Directors of the Company

<u>Version No</u>	<u>Created/Modified Date</u>	<u>Created/modified by</u>	<u>Approved by</u>
1	November 13, 2021	Secretarial Department	Board of Directors

## Background

In line with Regulation 51 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI Listing Regulations"), the Company will adopt the following policy for archival of the disclosures made on its website for information and events communicated to the stock exchanges from time to time.

### 1. Scope and applicability:

Regulation 51(3) of the SEBI Listing Regulations require the Company to disclose on its website all such events or information which has been communicated to the Stock exchanges under the SEBI Listing Regulations, for a minimum period of five years and thereafter as per the archival policy of the Company, which will be disclosed on its website i.e. [www.berarfinance.com](http://www.berarfinance.com).

### 2. Archival Process:

- i. All the relevant disclosures of information and events communicated to the Stock Exchanges under Regulation 51 of the SEBI Listing Regulations will be hosted on the website of the Company under the section entitled "**Investors**" for a period of five years and thereafter it will be shifted to the section entitled "**Archives**" hosted on the website of the Company.
- ii. The disclosed information and events shifted to the section entitled "**Archives**" will remain there for a period of one year. After the expiry of said time frame, the disclosed information and events will be removed from the website of the Company. Anyone intending to review the disclosed information and events after the expiry of the said time frame, may write to Compliance Officer of the Company at:

Company Secretary & Compliance Officer  
Berar Finance Limited,  
Avinisha Tower, Mehadia Chowk,  
Dhantoli, Nagpur-440012, Maharashtra  
Contact number: 0712-6663999  
E-mail address: [deepali.balpande@berarfinance.com](mailto:deepali.balpande@berarfinance.com)

The Board reserves the right to review and amend this Policy from time to time based on changing requirements as prescribed by SEBI/Stock Exchange(s) or any other appropriate Statutory Authority.

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