



## **POLICY FOR ARCHIVAL OF DOCUMENTS**

**[Pursuant to Clause 30(8) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015]**

### **1. INTRODUCTION**

SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 have been notified by Securities & Exchange Board of India on September 02, 2015, which shall replace the existing Listing Agreement entered by the Company with the Stock Exchanges on December 01, 2015.

Clause 30(8) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 requires the Board of Directors of listed companies to frame a policy on archival of documents.

Accordingly, the Board of Directors of Opto Circuits (India) Limited, has adopted this Policy on November 14, 2015 which shall come into effect with effect from December 01, 2015. The Board may amend this Policy from time to time as they may deem fit and/or to incorporate any subsequent amendment(s)/modification(s) in the Listing Regulations with respect to matters covered under this Policy or otherwise.

### **2. OBJECTIVE OF THE POLICY**

As per the requirement of Regulation of 30(8) the Company shall disclose on its website all such events or information which has been disclosed to Stock Exchange(s) under SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, and such disclosures shall be hosted on the website of the Company for a minimum period of five years and thereafter as per the archival policy of the Company, as disclosed on its website.

### **3. WEB ARCHIVAL POLICY**

The Company shall disclose on its website all events or information which has been disclosed to Stock Exchange(s) and retain the same for period of five years.

At the end of five years, the information shall be archived and preserved for a further period of one year.

### **4. POLICY REVIEW**

The Managing Director of the Company is authorised to periodically review the policy and make such changes as considered necessary.

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