

## **PRESERVATION OF DOCUMENTS AND ARCHIVAL POLICY**

### **1. Introduction**

Pursuant to the requirement of the Securities & Exchange Board of India (Listing Obligations & Disclosure Requirements) Regulations, 2015 (“Listing Regulations”), The Grob Tea Co. Ltd., (“the Company”) is required to disclose on its website all such events or information which has been disclosed to stock exchanges where the securities of the Company are listed (“Stock Exchanges”) under Regulation 30 of Listing Regulations.

Further such disclosures shall be hosted on the Website of the Company for a minimum period of 5 years and thereafter as per the archival policy of the Company, as disclosed on its website.

Accordingly, the Company has adopted this “Archival Policy on disclosures to be hosted from time to time on the website of the Company” (“Policy”).

### **2. Period of Hosting the events or information**

All the disclosures made by the Company to the Stock Exchanges under Regulation 30 of the Listing Regulations, shall be hosted on the website of the Company namely [www.grobtea.com](http://www.grobtea.com) for a minimum period of 5 years. Thereafter, such disclosures shall be kept in the archives of the Company for a period of 2 years.

In case the aforesaid disclosures are required by any applicable law(s) or regulation(s) to be hosted for a period longer than that mentioned above, such disclosures shall be hosted on the website of the Company for such longer period.

### **3. Amendment**

Any change in the Policy shall be approved by the Board of Directors of the Company.