

## ARCHIVAL POLICY

### 1. BACKGROUND

This Policy has been made pursuant to Regulations of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2018 which requires the Company to disclose on its website all such events or information which is to be disclosed to the Stock Exchanges pursuant to this Regulations. The disclosure made to the Stock Exchanges shall be hosted on the website of the Company for a minimum period of five (5) years and thereafter, as per Archival Policy of the Company, which has to be uploaded on the website of the Company.

### 2. SCOPE

The Policy aims to retrieve all disclosures which are made to the stock exchanges after it is hosted on the website of the Company for the period referred herein above by specifying the period as laid down hereunder so as to ensure that the information is available even after the same are de-hosted from the Company's website.

The Board of Directors may amend the Policy at any time suo moto or subject to any further changes in the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2018.

### 3. DEFINITIONS

**"Board"** means the Board of Directors of the Company.

**"Policy"** means Archival Policy of the Board.

**"Regulations"** means Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2018 and any amendments thereto.

### 4. DETAILS OF THE POLICY

- This Archival Policy will be known as "(Galactico Corporate Services Limited) Archival Policy", hereinafter referred to as "this Policy".
- Accordingly, the Board of Directors (the "Board") of Galactico Corporate Services Limited (the "Company") at its meeting held on **November 12, 2018** has approved and adopted this Policy in compliance with the regulatory requirements.

This Policy shall come into effect from **December 1, 2018**

## **5. ARCHIVAL REQUIREMENTS**

- The disclosure made to stock exchange(s) shall be promptly uploaded and hosted on the website of the Company for a minimum period of five (5) years from the date of such hosting on the Website of the Company.
- Thereafter, the information would be archived and would be retained by either of the Designated Person for a period of 3 years or such other period as may be decided by the Board, from time to time.
- This Policy shall be disclosed on the website of the Company in accordance with SEBI Listing Regulations.

## **6. 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.

## **7. ENFORCEMENT OF THE POLICY**

The Policy shall be enforced with effect from the date of its approval by the Board. The Managing Director shall be authorized to communicate the Policy to all concerned and to ensure the effective implementation thereof.