

**NGL Fine-Chem Limited**

Regd. Office : 301, E Square, Subhash Road, Vile Parle (East), Mumbai-400 057, Maharashtra, India.

**Title of Document : Web Archival Policy**

<b>Document Number</b>	NGL/CS/02-01	<b>Page No.:</b>	Page 1 of 3
<b>Effective Date</b>	07/02/2025	<b>Next revision Date</b>	Feb 2028
<b>Activity</b>	<b>Prepared By</b>	<b>Reviewed By</b>	<b>Approved By</b>
<b>Signature &amp; Date</b>			
<b>Designation</b>	<b>Company Secretary</b>	<b>Company Secretary</b>	<b>Managing Director</b>

## Contents

1. Introduction
2. Objective
3. Scope
4. Procedure / Policy
5. Dissemination of Policy
6. Revision History



**Title of Document : Web Archival Policy**

<b>Document Number</b>	NGL/CS/02-01	<b>Page No.:</b>	Page 2 of 3
<b>Effective Date</b>	07/02/2025	<b>Next revision Date</b>	Feb 2028

**1. INTRODUCTION:**

The Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“LODR Regulations”) requires listed companies to frame an archival policy for disclosure of events or information which has been disclosed to stock exchange, on its website.

This Policy is framed in accordance with the above requirements of the LODR Regulations, notified on 2nd September 2015 and other SEBI Circulars as may be specified in this regard. This policy shall be effective from 1st December 2015 being the date when the LODR Regulations become effective.

Further, the Board of Directors of have reviewed, approved and adopted the following Archival Policy (hereinafter “the Policy”) for Archival of such information /documents, in its meeting held on 7<sup>th</sup> February, 2025.

**2. OBJECTIVE:**

The policy is formulated to retain events or information which has been disclosed to Stock Exchange(s), on the website of the Company, for such period so as to satisfy statutory or regulatory requirements.

**3. SCOPE:**

This policy covers all events or information which has been disclosed to Stock Exchange(s) under Regulation 30 of the LODR Regulations.

**4. PROCEDURE / POLICY:**

The events or information which has been disclosed by the Company to the Stock Exchange(s) under Regulation 30 of the LODR Regulations will be hosted on the website of the Company for a period of five years, except for audio/video call of analyst/investor meet which will be hosted on the website of the Company for a period of two years. These disclosures may be removed / deleted from the website after expiry of five/two years from date of its initial posting/hosting.

**5. DISSEMINATION POLICY:**

This policy shall be hosted on the website of the Company.

**NGL Fine-Chem Limited**

Regd. Office : 301, E Square, Subhash Road, Vile Parle (East), Mumbai-400 057, Maharashtra, India.

**Title of Document : Web Archival Policy**

<b>Document Number</b>	NGL/CS/02-01	<b>Page No.:</b>	Page 3 of 3
<b>Effective Date</b>	07/02/2025	<b>Next revision Date</b>	Feb 2028

**6. REVISION HISTORY:**

<b>Sr. No.</b>	<b>Reason for Change</b>	<b>Revision No.</b>	<b>Effective Date</b>
1.	New document	00	10/02/2023
2.	Changes in SEBI (LODR) Regulations, 2015	01	07/02/2025