

ARCHIVAL POLICY

(UNDER REGULATION 30 OF THE SEBI (LISTING OBLIGATIONS AND DISCLOSURE REQUIREMENTS) REGULATIONS, 2015)

1. Background:

The website of Royal Orchid Hotels Limited (hereinafter mentioned as “**Company**”) provides information on the Company’s business for information and awareness of stakeholders. The information on the website is updated on a regular basis.

As per the Regulation 30 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”) mandates listed companies to formulate an archival policy for all events or information which have been disclosed to the stock exchange(s) and same place on the website of the Company.

2. Scope:

The Policy applies to documents/information hosted on the website of the Company at www.royalorchidhotels.com/investors , which need to be archived for statutory purposes.

3. Documents/ Information which shall be archived:

All events or information which have been disclosed to stock exchange(s) by the Company, including but not limited to the disclosures filed under Regulation 30 of the Listing Regulations.

4. Period of Archival:

The aforesaid information shall be displayed on the website of the Company for a period of five years or for such period as may be mandated under law, then the said document/information will be archived for the period as prescribed under the said law.

5. Review or Amendment of Policy:

The Policy shall be reviewed as and when required to ensure that it meets the objectives of the relevant legislation and remains effective.

In case of any subsequent changes in the provisions of the Regulations or any other Regulations, which make any of the clause / provisions of this policy inconsistent with law, the provisions of such Regulations shall prevail over this policy.

For administrative convenience, any change in the Policy herein shall be made by the Company Secretary in consultation with Managing Director or Chief Financial Officer.



Apart from administrative convenience and any statutory amendments, any material change that substantially impacts the implementation of the existing Policy shall be approved by the Board.
