

The Archival Policy

INTRODUCTION

The Securities and Exchange Board of India (SEBI) on 2nd September, 2015 issued SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (hereinafter referred to as the “the Listing Regulations”) with the aim to consolidate and streamline the provisions of existing listing agreements thereby ensuring better enforceability and bringing the basic framework governing the regime of Listed Entities in line with the Companies Act, 2013 and at the same time compiling all the mandates of varied SEBI Regulations/ Circulars governing Equity as well as Debt segments of capital market. Prior to these Regulations, the regulations were enforced through listing agreements and were spread under different regulations for different types of securities. The present consolidation helps in harmonization and reinforcement of listing regulations for different types of securities. The securities presently covered by the Regulations are equity and convertible securities, non-convertible preference shares, debt securities, securitized debt instruments, IDRs and units of mutual funds.

ARCHIVAL POLICY

In terms of Regulation 30(8) of the Securities Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (hereinafter referred to as “**Listing Regulations**”), every listed entity is required to make disclosures of all events or information as referred to in Regulation 30 of the Listing Regulations to Stock Exchanges and such disclosure shall be hosted on the website of the Company (<https://www.rmcindia.in/>) for a minimum period of Five years and thereafter as per the Archival Policy of the Company.

ARCHIVAL PROCESS

The Company shall host all the disclosures which have been disclosed to stock exchanges(s) under Listing Regulations on its website for a minimum period of 5 years. After completion of 5 years, all such disclosures shall be preserved in a secured server of the Company. Such disclosures shall be preserved in a logical manner viz. as per nature, date of disclosures etc. under the heading “Past Events/ Information/ Data under Listing Regulations” and would be retained on the server of the Company for the period as per Preservation of Documents Policy of the Company and as may be decided by the Chairman and Managing Director or Whole-time Director & CEO of the Company who can delegate such powers to any Director or KMP of the Company. The disclosures shall be in a non-editable format and cannot be deleted from the server of the Company. However, the same shall be retrievable from the server as and when required.

ACCESS TO ARCHIVED DOCUMENTS

Any of the Chairman and Managing Director or Whole-time Director & CEO or Company Secretary of the Company and any other persons as authorised, in writing, by him shall have access to all archived documents.

DISCLOSURE

The Policy shall be disclosed on the website of the Company (<https://www.rmcindia.in/>)

And the subsequent amendments thereto shall also be disclosed on the Company’s website in line with the aforesaid Regulations.

REVIEW OF THE POLICY

- 1 This Policy is based on the provisions of the prevalent Acts, rules, guidelines, regulations framed under the various statutes, laws applicable to the Company.
2. In case of any modification of existing legislation and/or promulgation / enactment of new law, due to which the respective portion of this policy becomes inconsistent, till such time that the policy is modified and/or amended, such amended provisions would prevail over this Policy.
3. This Policy may be amended as and when the need arises to make it consistent with the prevailing provisions of any legislation, statute, circulars, guidelines and notifications and such amended policy shall be placed before the Board of Directors for its approval.

***Policy has been reviewed and approved at the Board Meeting held on 20th May, 2025**