

# RITA HOLDINGS LIMITED

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CIN: L67120DL1981PLC011741

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## ARCHIVAL POLICY FOR ANY MATERIAL EVENT / INFORMATION DISCLOSED TO THE STOCK EXCHANGE

### 1. Preface

The Board of Directors (the "Board") of Rita Holdings Limited (the "Company") has adopted the following Archival Policy with regard to any Material Events or Information in terms of Regulation 30 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Listing Regulations) which are disclosed to the Stock Exchange in terms of the Company's Policy for Determination of Materiality of any Event and Information.

### 2. Purpose of the Policy

This policy covers archival of all Events or Information which has been disclosed to Stock Exchange(s) and hosted on the website of the Company in accordance with SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and the Applicable Laws.

### 3. Policy

Any disclosure of events or information which has been submitted by the Company to the Stock Exchange under Regulation 30 of the Listing Regulations and Policy of the Company (Disclosed Information) will be available on the website of the Company for a period of five years from the date of its disclosure. Disclosed Information which is over five years old will be archived from the website of the Company. Anyone intending to review this disclosed information may write to the Compliance Officer of the Company.

### 4. Authority to make alterations to the Policy

The Board is authorized to make such alterations to this Policy as considered appropriate, subject, however, to the condition that such alterations shall be in consonance with the provisions of the Acts and Regulations.

## **5. Responsibility to review the website and Archived documents**

In accordance with the provisions of Regulation 46(3), the authorised person shall ensure to update any change in the content of the website within two working days of such change. The Authorized person of the Company shall be responsible for periodic and ongoing review of the contents of the website and keep the information up to date. The contents with respect to Events or Information as disclosed under Regulation 30(8) of the Regulations would be moved to the archived folder after a period of 5 years from the date on which such disclosures/ announcements were made. The contents with respect to Events or Information other than those mentioned above shall be moved to archived folder at such frequency as may be decided by the authorised person subject to the provisions under Applicable Law, if any.

## **6. Communication of this Policy**

This Policy shall be posted on the website of the Company.

## **7. Interpretation**

In any circumstance where the terms of this policy differ from any existing or newly enacted law, rule, regulation or standard governing the Company, the law, rule, regulation or standard will take precedence over these policies and procedures until such time as this policy is changed to conform to the law, rule, regulation or standard. Any change in the prescribed period of archiving in the Regulations or the other Applicable Laws shall mutatis mutandis apply to the corresponding related Clause of the Policy.

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