

HI-KLASS TRADING & INVESTMENT LTD.

Regd. Off. :24, Veer Nariman Road, Rehman Building, 2nd Floor, Office No.15, Fort, Mumbai – 400 001.

Tel.: 2287 4084, 2287 4085 * Email : info@hiklass.co.in

CIN-L51900MH1992PLCO66262

ARCHIVAL POLICY

1. LEGAL FRAMEWORK

As per Regulation 30 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (hereinafter referred to as SEBI Listing Regulations), every listed entity is required to make disclosures of any event or information which, in the opinion of the board of directors of the listed Company, is material and such disclosures shall be hosted on the website of the Listed Company for a minimum period of 5 years and thereafter as per the archival policy of the Company as disclosed on its website.

The Board of Directors of Hi-Klass Trading and Investment Limited (the 'Company') adopted the Archival Policy under Regulation 30(8) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

2. POLICY

All the disclosures made under Regulation 30 of the Regulations by the Company to the stock exchange(s), where shares of the Company are listed, shall be kept on the website of the Company for a period of five years under the heading "Stake Holders".

Thereafter, the information would be archived under the heading "Past Events/Information" and would be retained in the website for a period of three years or such other period as may be decided by Managing Director & Chief Financial Officer of the Company from time to time.

3. OBJECTIVES OF THE POLICY

Pursuant to Regulation 30(8) of the SEBI Listing Regulations, the Company shall disclose on its website all such events or information which has been disclosed to the Stock Exchanges under Regulation 30 of the SEBI Listing Regulations. Such disclosures shall also be hosted on the Company's website for a minimum period of five (5) years, as statutorily required, and thereafter as per the archival policy of the Company. The Policy shall be disclosed on the Company's website.

The major objectives of the Policy are:

- (a) Identification of information, documents, events, etc. which are required to be disclosed on the website of the Company;
- (b) Ensuring that all the information is disclosed at the relevant time and with proper link, and to maintain unanimity every time;
- (c) Ensuring that all the information/ documents/ events disclosed on the website of the Company, unless otherwise specified under the Companies Act, 2013, shall remain on the website for the period of five (5) years from the date of disclosure of such information/ documents/ events;
- (d) Ensuring that after completion of five (5) years from date of disclosure of the respective documents/ information/ events, same should be moved to the respective archives folder on the website of the Company;
- (e) Ensuring that documents/ information/ events which are required to be uploaded on the website of the



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Company for a particular period, shall be deleted after the due date without movement in archives folder; and
(f) Ensuring that certain documents like policies of the Company, codes of conduct and other documents which are required to be continuously displayed on the website, shall not be archived

4. REVIEW OF THE POLICY

- a. The Board shall review and amend this Policy as and when requires.
- b. Any subsequent amendment/modification in the Regulation and/or other applicable laws in this regard shall automatically apply to this Policy.

5. DISSEMINATION OF POLICY

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

6. OFFICER RESPONSIBLE

Anyone of the Managing Director, CFO or the Company Secretary & Compliance Officer of the Company shall be responsible for ensuring overall compliance of this Policy.

