

MILKFOOD LIMITED

5th Floor, Bhandari House, 91 Nehru Place, New Delhi-110 019
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E-mail : milkfoodltd@milkfoodltd.com, Website : www.milkfoodltd.com
CIN : L15201PB1973PLC003746

MILKFOOD LIMITED

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

1. PREFACE

1.1 Records and archives form an essential and significant part of the Company's resources. Records are a basic tool of administration. They are the means by which operational processes and functions are performed.

1.2 The Regulation 30(8) of Chapter IV of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, requires the Company to frame a Policy on website disclosure and archival of such disclosure.

1.3 In compliance to the aforesaid Regulations, this Policy is formulated to develop a guideline for archival of such documents, including those which are maintained in electronic form and are disclosed on the website of the Company. In other words, the Policy further encompasses the manner of archival of the documents which have been disclosed on the website of the Company for the time frame prescribed in various Regulations.

1.4 The Board of Directors (the "Board") of Milkfood Limited (the "Company") has adopted the following Archival Policy with regard to any material events or information which are disclosed to the Stock Exchanges in terms of the Company's Policy for determination of Materiality of any event and information and shall be effective from the date of applicability of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, viz; 1st December, 2015.

2. PURPOSE OF THE POLICY

The purpose of this Policy is to archive any of the material events or information which are disclosed by the Company to the Stock Exchanges for the period of five years in terms of Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015.

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3. ARCHIVAL POLICY

The Policy is in compliance with Regulation 30(8) of the Regulations. This Policy aims to achieve the disclosures made to Stock Exchanges under Regulation 30 of the Regulations to be hosted on the website of the Company i.e. www.milkfoodltd.com. This policy shall come into force and effect from 1st December, 2015.

4. ARCHIVAL PROCESS

All events or information disclosed under Regulation 30 to the Stock Exchange and hosted on the website of the Company shall be available on the website for a period of 5 years from the date of hosting the same on the website.

All information required to be hosted on the website of the Company in pursuance of any other statute/legislation/regulation, shall be hosted on the website for such period as may be mandated by that statute/legislation/regulation.

In cases where the concerned statute/legislation/regulation does not prescribe any period, the required data shall be hosted on the website for a maximum period of 2 years from the date of hosting or till it is relevant.

5. ACCESS TO ARCHIEVED DOCUMENTS

The Chief Executive Officer, Chief Financial Officer and Company Secretary of the Company shall have access to all archived documents.

6. DISCLOSURE

The Policy shall be disclosed on the website of the Company and the Chief Executive Officer, Chief Financial Officer and Company Secretary of the Company shall be authorised to make necessary disclosures.

7. AMENDMENTS TO THE POLICY

The Board of Directors shall alter, amend or modify the clauses of this Policy from time to time in line with the requirement of the SEBI Guidelines or any other rules, regulations etc., which may be amended and applicable from time to time.

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