

## **ARCHIVAL POLICY**

**(as amended on 28<sup>th</sup> May, 2025)**

### **INTRODUCTION**

Pursuant to Regulation 30 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations"), Maithan Alloys Limited ("the Company") is required to disclose on its website all such events or information which has been disclosed to the stock exchanges where the securities of the Company are listed ("Stock Exchanges"). Further, such disclosures are required to be hosted on the website of the Company for a minimum period of 5 years and thereafter as per the archival policy of the Company. Accordingly, the Company has adopted this "Archival Policy" on disclosures to be hosted on the website of the Company ("Policy").

### **DEFINITIONS**

"Policy" means Archival Policy.

"Archive" is the process of transferring records to a repository managed by personnel specialized in storing, appraising, conserving and authorizing access to the records entrusted. Archiving allows for future retrieval and use of information. Archiving serves two main functions: conserving evidence in case of a legal claim or audit and preserving the historical memory and proof of an activity.

"Documents" includes and contains all relevant information relating to the Company and necessary documentations required to be maintained under the Companies Act, 2013 and Listing Regulations.

### **PERIOD OF HOSTING THE EVENTS OR INFORMATION**

All the disclosures made by the Company to the Stock Exchanges as required under Regulation 30 of the Listing Regulations, shall be hosted on the website of the Company namely www.maithanalloys.com for a minimum period of 5 (Five) years from the date of its disclosure. Thereafter, the same shall be archived on website for a further period of 1 (one) year. The said information, documents, records may be removed from the website of the Company after a period of 6 (six) years from the date of its disclosure.

In case the aforesaid disclosures are required by any applicable law or regulation to be hosted for a period longer than that mentioned above, such disclosures shall be hosted on the website of the Company for such longer period.

### **AMENDMENTS**

The Board of Directors at its discretion can amend this Policy, as and when deemed necessary.

In case any amendment(s), clarification(s), circular(s) etc. issued by the relevant authorities and are not consistent with the provisions laid down under this Policy, then such amendment(s), clarification(s), circular(s) etc. shall prevail and this Policy shall stand amended accordingly from the effective date as laid down under such amendment(s), clarification(s), circular(s) etc.

### **EFFECTIVE DATE**

This policy shall come into effect from December 1, 2015.