



RATNADEEP RETAIL LIMITED

ARCHIVAL POLICY

Name	ARCHIVAL POLICY
Approval Date	20th June, 2026
Review Frequency	As and when required pursuant to changes in Applicable Laws
Version	Version 1.0

ARCHIVAL POLICY

1. Background

Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“**SEBI Listing Regulations**”) refers to an archival policy as per which, all events or information which have been disclosed to the Stock Exchange(s) (*defined below*) under Regulation 30 of the SEBI Listing Regulations shall be hosted on the website of Ratnadeep Retail Limited for a minimum period of five (5) years and thereafter for such further period as determined under this Policy, which shall be disclosed on the website of the Company i.e. www.ratnadeep.com.

2. Purpose

The purpose of this document is to formulate a policy for archival of the disclosures made on the website for information and events communicated to the Stock Exchanges (*defined below*) under Regulation 30 of the SEBI Listing Regulations.

3. Definitions

“**Applicable Laws**” means the provisions of the Companies Act, 2013 and the rules made thereunder, the Securities and Exchange Board of India Act, 1992 (“SEBI Act”), the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“SEBI Listing Regulations”), the “**securities laws**” as defined under Regulation 2(1)(zf) of the SEBI Listing Regulations and any other applicable law, regulation, rule, circular, guideline, notification or statutory enactment, as amended from time to time, applicable to the Company, including mandating the preservation and/or archival of documents and records.

“**Board**” means board of directors of the Company as constituted from time to time.

“**Company**” means Ratnadeep Retail Limited.

“**Company Secretary and Compliance Officer**” means the company secretary and compliance officer appointed by the Board.

“**Document/s**” includes all papers, documents, agreements, filings, forms, memos, correspondence, records, files, books, etc., of the Company in physical or electronic forms.

“**Managing Director**” means the managing director appointed by the Board and the shareholders of the Company.

“**Effective Date**” means 20th June, 2026, being the date on which this Policy was approved and adopted by the Board of Directors of the Company.

“**Policy**” means this archival policy formulated by the Company for the archival of the disclosures made on the website relating to information and events communicated to Stock Exchanges (*defined below*).

“**Stock Exchanges**” means the BSE Limited and the National Stock Exchange of India Limited.

“**Website**” means the official website of the Company as notified from time to time.

4. Archival Process

- i. All the relevant disclosures of information and events communicated to the Stock Exchanges under Regulation 30 of the SEBI Listing Regulations shall be hosted on the website of the Company under the section titled “*Investor Relations*” shall remain available for a minimum period of five (5) years from the date of such disclosure.
- ii. Upon completion of five (5) years from the date of disclosure, such information shall be transferred to the archival section of the Company's website and shall be preserved for such further period as may be determined by the Managing Director or approved by the Board of Directors of the Company, in accordance with the Company's Policy for Preservation of Documents and Applicable Laws, as amended from time to time.
- iii. Subsequently, anyone intending to review archived information and events communicated to the Stock Exchanges may write to the Company Secretary and Compliance Officer of the Company.
- iv. This policy will be periodically reviewed and amended based on any changes in the laws, rules and regulations applicable to the Company from time to time or changes in internal processes.
- v. The Company Secretary and Compliance Officer shall be responsible for ensuring compliance with this Policy and for coordinating the archival and retrieval of disclosures hosted on the website of the Company.
- vi. Adoption of this policy shall be communicated to the Stock Exchange(s) where the Company's equity shares are listed. This policy shall also be disclosed on the website of the Company.

Amendments

The Board may amend, modify or revise any provision of this Policy in accordance with Applicable Laws. Any subsequent amendment or modification in the SEBI Listing Regulations or other Applicable Laws shall automatically apply to this Policy to the extent required.