

# **Policy For Archival of Documents**

## **Aditya Birla Capital Limited**

**Aditya Birla Capital Limited****Corporate Office:**

One World Center, Tower 1, 18<sup>th</sup> Floor, Jupiter Mill Compound,  
841, Senapati Bapat Marg, Elphinstone Road, Mumbai, Maharashtra - 400 013  
Tel: +91 22 6723 9101 | [abc.secretarial@adityabirlacapital.com](mailto:abc.secretarial@adityabirlacapital.com) | [www.adityabirlacapital.com](http://www.adityabirlacapital.com)  
For customer care and other queries : [care.finance@adityabirlacapital.com](mailto:care.finance@adityabirlacapital.com)  
Toll-free no.: 1800-270-7000

**Registered Office:**

Indian Rayon Compound,  
Veraval, Gujarat - 362 266  
Tel: +91 28762 43257  
CIN: L67120GJ2007PLC058890

## Table of Content

<b>Particulars</b>	<b>Pg. No.</b>
Document Owner, Version Control & Review Process	3
Objective	3
Definitions	3
Archiving of Documents Hosted on the Company's Website	3
Disclosure	3
Interpretation	3
Review	4
Administration	4

## Document Owner, Version Control & Review Process

Particulars	Details
Version Control	This version dated 31 March 2025 is the Archival of Documents (AML) Policy of Aditya Birla Capital Ltd. The Policy may be reviewed/modified if warranted by changing regulatory requirements.
Adoption	26-June- 2017
Version No.	ABCL/Archival of Documents Policy/31032025/2.0
Document owner(s)	Company Secretary – Aditya Birla Capital Ltd.
Process for any modification/revision	Any modifications/revisions in this document shall be approved by Board of Directors.

## OBJECTIVE

- 1.1 The Board of Directors of Aditya Birla Capital Limited (the “Company”) has adopted this policy (the, “Policy”) for the archival of documents of the Company in accordance with, and to comply with the provisions of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”).
- 1.2 This Policy shall be effective from 26th June, 2017.

## DEFINITIONS

All the words and expressions used in this Policy, unless defined herein, shall have meaning assigned to them in the Companies Act, 2013, rules made thereunder, Listing Regulations and other applicable statutory enactments (collectively the ‘**Applicable Laws**’), as the case may be, as amended, from time to time.

## ARCHIVING OF DOCUMENTS HOSTED ON THE COMPANY'S WEBSITE

- 3.1. The events or information of the Company disclosed to the stock exchanges (the “**Disclosed Information**”) where the securities of the Company are listed, shall be disclosed on the website of the Company i.e. [www.adityabirlacapital.com](http://www.adityabirlacapital.com) (the “**Website**”) and shall be hosted on the Website for a minimum period of five (5) years from the date of each such disclosure (“**Mandatory Hosting Period**”).
- 3.2. Beyond the Mandatory Hosting Period, the Disclosed Information shall be archived for such other additional period as may be required considering the requirement of various statutes, law, regulations etc. and other legal and administrative aspects (the “Archival Period”).
- 3.3. Beyond the Mandatory Hosting Period as stipulated in 3.1, no Disclosed Information shall be deleted or destroyed or purged from the Website or from the archival without the prior written approval of any one of the Key Managerial Personnel of the Company, appointed under the Companies Act, 2013.

## DISCLOSURE

This Policy shall be disclosed on the Website.

## **INTERPRETATION**

In case of any conflict between the provisions of this Policy and of Applicable Laws, the Applicable Laws shall prevail over this Policy. Any subsequent amendment/ modification in the Applicable Laws shall automatically apply to this Policy.

In case of any clarification required with respect to this Policy, kindly contact the Company Secretary of the Company.

## **REVIEW**

This Policy shall be reviewed periodically and may be amended by the Managing Director of the Company, as may be deemed necessary.

## **ADMINISTRATION**

Approval: Key Managerial Personnel of the Company

Prepared & Reviewed by: Aditya Birla Capital Limited, Secretarial Department

Review Date: Two years from the Effective Date

Reason for issue: For simplification of Retention of Documents