



ASSAM CARBON PRODUCTS LTD

Corporate Identification Number (CIN) — L23101AS1963PLC001206

Registered Office : Birkuchi, Guwahati, Assam - 781026.

Website: www.assamcarbon.in Tel: (0361)2640741/630; Fax: (0361)2640368

Email: acplghy@ascarbon.com

ARCHIVAL POLICY

1. Regulation 30(1) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations 2015 (the “Regulations”) requires every listed entity to make disclosures of any events or information which, in the opinion of the board of directors of the listed company, is material.

Regulation 30(8) of the Regulations further requires that a listed entity shall disclose on its website all such events or information which has been disclosed to stock exchange(s) under this regulation, and such disclosures shall be hosted on the website of the listed entity for a minimum period of five years and thereafter as per the archival policy of the listed entity.

This Policy is framed in accordance with the above requirements of the Regulations, notified on September 02, 2015 and other SEBI Circulars as may be specified in this regard.

2. Scope: This Policy provides a framework for ensuring that information relating to the Company is adequately disclosed on its website as required by law.
3. Disclosure on website: The respective Functional Heads will be responsible for ensuring that the information supplied to the Corporate Communications Department for uploading on the Company’s website is correct, complete and kept current at all times. They will be responsible for ensuring that any changes required to be made to keep the information updated is promptly conveyed to the Corporate Communications Department.
The Chief Financial Officer appointed under the Regulations will be responsible for ensuring that all information required to be statutorily disclosed on the Company’s website under the Regulations is promptly provided to the Corporate Communications Department for uploading on the website and that the same is correct, complete and kept updated at all times. Any change in the content of its website shall be updated promptly by the Corporate Communication Department from the date of such change in content.
4. Archival period: The events or information which has been disclosed by the Company to the Stock Exchange(s) under Regulation 30 of the Regulations will be hosted on the website of the Company for a period of five years. These disclosures may be removed



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/deleted from the website after expiry of five years from date of its initial posting/
hosting.

5. Revision: This Policy may be reviewed and amended by the management, as and when deemed necessary.
6. Dissemination: This Policy shall be hosted on the website of the Company.
