

**VOLTAMP TRANSFORMERS LIMITED
("VTL")**

ARCHIVAL POLICY

Draft Archival Policy on disclosures hosted on the website of the Company

1. Purpose and Scope;

In pursuance of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations, 2015”), VOLTAMP TRANSFORMERS LIMITED (“the Company”) is required to disclose on its website all such events or information which has been disclosed to stock exchanges where the Securities of the Company are listed (“Stock Exchanges”) under Regulation 30 of Listing Regulations.

Further, such disclosures shall be hosted on the website of the Company for a minimum period of 5 (five) years and thereafter as per the archival policy of the Company, as disclosed on its website. Accordingly, the Company has adopted this “Archival Policy on disclosures/ events/ information etc. to be hosted from time to time on the website of the Company” (“Policy”). The Policy is effective from December 1, 2015.

2. Documents to be Hosted on Website;

The Company shall host on its website, information and documents which are required to be hosted as per the Companies Act, 2013 and Rules framed thereunder, Listing Regulations, 2015 and other applicable laws, Rules and Regulations.

3. Period of Hosting the Events or Information;

The disclosures made by the Company to the Stock Exchanges under Regulation 30 of the Listing Regulations, shall be hosted on the website of the Company namely www.voltamptransformers.com for a minimum period of 5 years. 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.

4. Archival of Documents:

After the hosting period of five years is over, thereafter, such disclosures shall be kept in the archives of the Company for a period of 2 years. Thereafter, the information/ documents may be deleted/ removed from the website after obtaining approval from the Chief Financial Officer or the Company Secretary of the Company. Provided however, if the size of documents is very large to archive certain documents, then such documents may be removed/ deleted from archives after taking prior approval of Chief Financial Officer or the Company Secretary of the Company.

5. Amendment:

The Policy can be amended, modified or revised by the Chairman and Managing Director of the Company from time to time. In case any provisions of the Policy are contrary to or inconsistent with the provisions of the Companies Act, 2013, rules framed thereunder and Listing Regulations, 2015, the provisions of statutory provisions mentioned herein shall prevail.
