

# **Sikka Ports & Terminals Limited**

## **Web Archival Policy**

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## Web Archival Policy

### **1. Introduction**

- 1.1 As per the provisions of Regulation 51(3) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (the 'Listing Regulations') the Company is required to disclose on its website, all such events or information which have been disclosed to the stock exchange under Regulation 51. Further, such disclosures are required to be hosted on the website of the Company for a minimum period of 5 (five) years and thereafter as per this Archival Policy.
- 1.2 This Archival Policy is for the purpose of identifying the retention period of events or information hosted on the Company's website pursuant to the Listing Regulations.
- 1.3 Accordingly, Sikka Ports & Terminals Limited ('SPTL' or the 'Company') herein sets out a Web Archival Policy (hereinafter referred to the 'Policy').

### **2. Scope and Exclusions**

This Policy is applicable to Sikka Ports & Terminals Limited.

This Policy covers disclosure of all events or information which has been made to the stock exchange by the Company and hosted on its website as per the provisions of the Listing Regulations.

This Policy does not cover any events or information other than those specified in the Listing Regulations.

### **3. Policy**

- 3.1 In terms of Regulation 51 of the Listing Regulations, the Company shall promptly inform the stock exchange of all information having bearing on the performance/operation of the Company, price sensitive information or any action that shall affect payment of interest or dividend or redemption of non-convertible securities.

The expression 'promptly inform', shall imply that the stock exchange shall be informed as soon as reasonably possible but not later than twenty-four hours from the date of occurrence of the event or receipt of information. In case the disclosure is made after twenty-four hours of the date of occurrence of the event or receipt of information, the Company shall, along with such disclosures provide an explanation for the delay.

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3.2 The event / information disclosed to the stock exchange under this Policy shall also be placed on the website of the Company for a minimum period of five years or for such other period prescribed by the Listing Regulations and/or the Securities Laws as defined in the Listing Regulations.

3.3 After completion of the minimum period of five years or such other period as prescribed by the Listing Regulations and/or Securities Laws the events or information shall be archived by the Company for a further period of two years. Thereafter, such events or information may ceased to be displayed on the website of the Company.

#### 4. **Review / Amendment**

This Policy may be reviewed by the Board from time to time. However, any subsequent amendment / modification in the Listing Regulations or the Companies Act, 2013 or any other governing Act/Rules/Regulations or re-enactment, impacting the provisions of the Policy shall automatically apply to the Policy and the relevant provision(s) of the Policy shall be deemed to be modified and/or amended to that extent, even if not incorporated in the Policy.

*(This Policy was approved by the Board of Directors at its meeting held on February 10, 2022 and shall be effective from February 10, 2022.)*