

TIRUPATI FOAM LIMITED

(L25199GJ1986PLC0009071)

REGISTERED OFFICE

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POLICY ON ARCHIVAL OF THE DOCUMENTS

I. BACKGROUND:

The Securities and Exchange Board of India (“SEBI”) issued the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (hereinafter referred to as the ‘LODR Regulations’) on September 02, 2015, effective from December 01, 2015, with an aim to consolidate and streamline the provisions of existing listing agreements thereby ensuring better enforceability.

Regulation 30(8) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, inter alia, reads, the 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, as disclosed on its website.

Accordingly, the Board of the Directors of Tirupati Foam Limited (“Company”) has approved the “Archival Policy” (“Policy”) of the Company which would take effect from the date of listing of the securities of the Company at the Stock Exchange(s).

II. COMMENCEMENT:

This Policy, as approved by the Board, shall be effective from 1st December 2015.

III. PURPOSE:

The Purpose of this policy is to disseminate equal, adequate and timely information to the shareholders through the website of the Company and to enable them to track the performance of the Company over regular intervals of time and provide sufficient information to enable the investors to assess the current status of the Company.

IV. SCOPE:

This policy covers all events or information which has been disclosed to Stock Exchange(s) under Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

V. POLICY:

The Company shall disclose events and information to the Stock Exchange in line with the Company’s Policy on determination on Materiality of Events and as per the Regulations and such disclosures shall be hosted on the Website of the Company for a period of 5 years and thereafter the same shall be archived so as to be available for retrieval for a further period of 3 years by storing the same on suitable media. Thereafter, the said information, documents, records may be destroyed as per the policy on preservation of documents.

VI. AMENDMENTS:

The Board shall have the power to amend any of the provisions of this Policy, substitute any of the provisions with a new provision or replace this Policy entirely with a new Policy.

VII. DISCLOSURE OF THE POLICY:

The Company shall disclose this Policy on its website. The necessary disclosure, if any, about the policy will also be made as per the requirements of SEBI (LODR) Regulations, 2015 and Companies Act 2013.
