



SUBJECT: <b>Archival Policy</b>			
EFFECTIVE DATE	20 <sup>TH</sup> APRIL, 2022	VERSION NO.	AGI-VERSION-II
LAST VERSION DATE	1 <sup>ST</sup> DECEMBER, 2015	LAST VERSION NO.	HSIL/SOP/SCM/
POLICY OWNERSHIP - COMPANY SECRETARY		PRESIDENT - NA	
APPLICABILITY OF POLICY – COMPANY LEVEL		DIVISION – ALL DIVISIONS	

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**AGI GREENPAC LIMITED (FORMERLY KNOWN AS HSIL LIMITED)**

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**Objective:**

The Securities and Exchange Board of India has issued SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”) on September 2, 2015 to be effective from December 1, 2015.

Regulation 30 of these Listing Regulations deals with disclosure of material events by the listed entity specified under Part A of Schedule III of the Listing Regulations. Further, SEBI has issued a circular on ‘Continuous Disclosure Requirements for Listed Entities’ on September 9, 2015 indicating the details that need to be provided while disclosing above events.

Regulation 30 and the above circular states that:

- a) the events specified in Para A of Part A of Schedule III of the Listing Regulations are deemed to be “Material Events” and the listed entity shall make disclosures of such events to the Stock Exchanges.
- b) the events specified in Para B of Part A of Schedule III of the Listing Regulations are to be disclosed to the stock exchanges, if considered “Material” pursuant to the Company’s Policy on “Reporting of Material Events under Regulation 30 of Listing Regulations”.
- c) the events or information with respect to subsidiary companies, which are considered “Material” for the Company.

As per Regulation 30(8) of the Listing Regulations, the Company is required to disclose on its website all such events or information which is to be disclosed to the Stock Exchanges pursuant to this Regulation,

The disclosures made to the stock exchanges 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. This policy is to be uploaded on the website of the Company.

Thereafter, such information would be provided to representatives of Marketing Department by the Company Secretarial Department for uploading on the website of the Company.

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The Board of AGI Greenpac Limited (Formerly known as HSIL Limited) ("the Company"), vide its resolution by circulation dated 28th November 2015, had approved and adopted this policy

**Scope: Secretarial Department****Process**

The disclosures made to stock exchanges would be provided to the Marketing Department by the Company Secretarial Department for uploading on the website of the Company.

The information provided to Marketing Department would be promptly uploaded on the website of the Company and shall be hosted on the website for five years period from the date of such hosting under "Corporate Announcement" in Investors Relations section.

Thereafter, the information would be archived under the heading "Past Events/Information" and would be retained in the website for such period as may be decided by the Board.

**Responsibility / Accountability: Company Secretary****Right for Modification / Cancellation:**

The Policy shall be reviewed and amended with due approval from the Board of Directors, if so required, mandatory in case there are any regulatory changes requiring modifications to the Policy.

**Exceptions / Deviations:** Any deviation required in the policy should be informed to the Company Secretary, who will be responsible for referring the same to the Board of Directors for further approvals.

**PROCESS OWNER:** Company Secretary

**Reviewed by:** Chief Financial Officer and Company Secretary

**Approved by:**

Sd/-

**Name:** Dr. Rajendra Kumar Somany

**Designation:** Chairman and Managing Director