

**SUTLEJ TEXTILES  
AND INDUSTRIES LIMITED**

**CONTENT ARCHIVAL POLICY**

**[UNDER REGULATION 30(8) OF SEBI (LISTING OBLIGATIONS AND  
DISCLOSURE REQUIREMENTS) REGULATIONS, 2015]**

Date: DECEMBER 01, 2015

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## 1. Concept

### 1.0. INTRODUCTION

Content archiving is the process of collecting portions of the website and ensuring that the collection is preserved in an archive and maintain records required for statutory purposes. The website is a single domain that consists of different web pages within the domain or sub-domains that convey information about the business carried out by the company. Archived data consists of older data that is still important to the organization and may be needed for future reference, as well as documents/ information that must be retained for regulatory compliance. Sutlej's Website is hosted on the domain [www.sutlejtextiles.com](http://www.sutlejtextiles.com). The Website provides reliable information to describe the business and the information hosted on the Website is updated on a regular basis depending on the requirements of the various businesses of the Company. Although web pages are frequently updated, the Company also archives certain types of documents and information to serve as a historical record for the Company.

### 1.1. Purpose

In pursuance of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations"), Sutlej Textiles And Industries 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 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 to be hosted from time to time on the website of the Company" ("Policy"). The Policy is effective from December 1, 2015.

### 1.2. Authority

The Board of Directors of the Company at its meeting held on November 3, 2015 authorized the Stakeholders' Relationship Committee of the Board to approve and adopt this "Archival Policy" ("Policy"). Accordingly, this Policy has been approved and adopted by the Stakeholders' Relationship Committee of the Board of Directors of Sutlej, and shall be effective from December 1, 2015. The Policy shall also be displayed on the website of the Company.

## 2. Scope And Applicability

The Policy applies to such documents/ information hosted and visible to the public on the website of Sutlej Textiles And Industries Limited (hereinafter mentioned as Company) i.e. <http://www.sutlejtextiles.com> and its sub domain: [investors.www.sutlejtextiles.com](http://investors.www.sutlejtextiles.com) hosting Investor-related data which needs to be archived for statutory purposes.

### 3. Documents/Information Which Shall Be Archived

Following documents and information shall be archived under this Policy:

1. **Financial Data:** The Investor's web pages provide access to financial documents/information for existing and potential stakeholders which are regulatory in nature, including annual reports and financial results.
2. **Press Releases and News Announcements:** The Company's website provides information/ data which is relevant to the media, researchers or investors who seek information on the growth of the company and significant events of the past. This shall also include events or transactions or information which are disclosed by the Company to the Stock Exchanges in terms of Regulation 30 of the SEBI (Listing obligations and Disclosure Requirements) Regulations, 2015.

### 4. Implementation

#### **ARCHIVING MECHANISM**

The aforesaid information shall be displayed on the website of the Company for a period of five years from the date of its publication. The aforesaid information which is more than five years old will be archived from the website of the Company and shall be maintained by the Company for a further period of three years using appropriate technology. These archives shall be made available on a written request made to the Compliance Officer of the Company.

### 5. General

#### **AMENDMENT**

This Policy can be amended, modified or revised by/under the authority of the Board of Directors of the Company from time to time. In case any provisions of this Policy are contrary to or inconsistent with the provisions of the Companies Act, 2013, rules framed there under and Listing Regulations ("Statutory Provisions"), the provisions of Statutory Provisions shall prevail.