



## **GK Energy Limited**

**(Formerly known as GK Energy Private Limited, GK Energy Marketers Private Limited)**

Registered Office: Office No. 802, CTS No. 97-A-1/57/2, Suyog Center,

Pune – Maharashtra, 411037, India.

Corporate Identity Number: U74900PN2008PLC132926

Website: [www.gkenergy.in](http://www.gkenergy.in)

## **Archival Policy**

*Version 1.0 approved and adopted in the meeting of Board of Directors held on 3<sup>rd</sup> December 2024*

## **Archival Policy**

### **A. Preamble**

Pursuant to Regulation 30 (8) and Regulation 46 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (hereafter referred to as “Listing Regulations”) all listed companies are required to host on its website various information required under the SEBI Listing Regulations and such disclosures shall be hosted on the website of the listed entity for a minimum period of five (5) years and thereafter as per the archival policy of the listed entity, as disclosed on its website.

This Archival Policy (the "Policy") has been framed to provide guidelines for archival of records and documents.

### **B. Purpose and Objective**

The major objectives of the Policy are:

- (i) Identification of information, documents, events, etc. which are required to be disclosed on the website of the Company.
- (ii) Ensuring that all the information is disclosed at the relevant time and with proper link, and to maintain unanimity every time.
- (iii) Ensuring that all the information/ documents/ events disclosed on the website of the Company, unless otherwise specified under the Companies Act, 2013, shall remain on the website for the period of five (5) years from the date of disclosure of such information/ documents/ events.
- (iv) Ensuring that after completion of five (5) years from date of disclosure of the respective documents/information/events, same should be moved to the respective archives folder on the website of the Company.
- (v) Ensuring that documents/ information/ events which are required to be uploaded on the website of the Company for a particular period, shall be deleted after the due date without movement in archives folder.
- (vi) Ensuring that certain documents like policies of the Company, codes of conduct and other documents which are required to be continuously displayed on the website, shall not be archived.

### **C. Definitions**

- (i) “Act” means the Companies Act, 2013.

- (ii) “Applicable Law” means any law, rules, regulations, circulars, guidelines or standards under which the preservation or archival of the Documents has been prescribed.
- (iii) “Archive/archiving” is the process of transferring records to a repository managed by personnel specialized in storing, appraising, conserving and authorizing access to the records entrusted. Archiving allows for future retrieval and use of information. Archiving serves two main functions:
  - (a) conserving evidence in case of a legal claim or audit, and
  - (b) preserving the historical memory and proof of an activity.
- (iv) “Board” means the Board of Directors of the Company.
- (v) “Company” means “GK ENERGY LIMITED”.
- (vi) “Documents” means All papers, records, files, books etc., and the documents like as required to be maintained under any law or regulation for the time being in force.

**D. Scope**

The Policy applies to such documents/ information hosted and visible to the public on the website of the Company i.e. <https://www.gkenergy.in/> which needs to be archived for statutory purposes.

**E. Policy**

- (i) The required documents, information, disclosures, notices, policies as provided under the Listing Regulations, the Act and the Applicable Laws, which are required to be disclosed on the website, shall be uploaded on the website of the Company.
- (ii) The website of the Company shall be reviewed on regular intervals for ensuring that all the abovementioned disclosures are available on the website of the Company, as required.
- (iii) The required disclosures, unless otherwise mentioned in the Companies Act itself, shall be hosted on the website for a minimum period of five (5) years and thereafter shall be moved/ transferred to archives folders under the respective



heads/ sub-folders, in a way so that these can be searched easily as and when required by any person.

- (iv) The documents/ disclosures shall be kept in the archive folders for a further period of at least three (3) years in the manner as deemed appropriate by the Company.

**F. Monitoring and Review**

- (i) This Policy will be regularly monitored and reviewed to ensure that it remains relevant to the Company's business aims and requirements. Compliance with this Policy and associated procedures will be monitored on an ongoing basis through self-assessment procedures and reviews.
- (ii) The continuous monitoring ensures that:
  - a. No illegal records disposal takes place.
  - b. There is a timely review of procedures to ensure that they, the procedures, are relevant, useful and meet the statutory needs.
  - c. Unauthorized access to records is averted.

**G. Disclosure**

- i. This Archival Policy is approved and adopted by the Board of Directors of the Company in their meeting held on 3<sup>rd</sup> December, 2024 and is effective from the date of such adoption.
- ii. This Policy shall be uploaded on the Company's website for public information.

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