

## **BENARES HOTELS LIMITED**

### **WEBSITE ARCHIVAL POLICY**

#### **1 BACKGROUND**

The Company's website [www.benareshotelslimited.com](http://www.benareshotelslimited.com) contains information on its business and operations for information and awareness of stakeholders. The website also hosts information mandated by statutory authorities under various laws, including the Companies Act, 2013 as amended from time to time and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("the Regulations"), as amended from time to time.

As per Regulation 30 of the Regulations, the Company is required to frame an Archival Policy ("Policy") for archival of the disclosure of events or information made to stock exchanges and placed on the Company's website

#### **2. OBJECTIVE OF THE POLICY**

This Policy provides a framework for disseminating equal, adequate and timely information relating to the Company on its website as required by law and archived for a specified period as per para 3, to facilitate retrieval, if required.

#### **3. ARCHIVAL OF INFORMATION**

##### **For events or information disclosed under Regulation 30**

All events or information disclosed under Regulation 30 and any other Regulations to the Stock Exchanges on which the Company is listed and hosted on the Company's website shall be available on the Company's website for a period of five years or for such period as may be mandated under law from the date of uploading of the same on the website. However, if the disclosure requires a longer storage, the same will be considered appropriately.

##### **For disclosures made under other statutes/legislations**

- All information required to be uploaded on the Company's website in pursuance of any other statute / legislation / regulation, shall be hosted on the Company's website for such period as many be mandated by that statute / legislation / regulation etc.
- In cases where the concerned statute / legislation / regulation does not prescribe any period, the required data shall be hosted on the website for a minimum period of one year from the date of uploading or till it is relevant.
- After the period as above has elapsed since the date of uploading of the information on the Company's website, the same may be removed from the website, if required.

#### **4. REVISION OF POLICY**

In case of any subsequent changes in the provisions of the Regulations or any other Regulations, which make any of the clauses / provisions of this Policy inconsistent with law, the provisions of such Regulations shall prevail over this Policy. This Policy may be reviewed and amended by the management, as and when deemed necessary.