



TAMILNADU PETROPRODUCTS LIMITED

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Archival Policy

(Pursuant to Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015)

Preamble

The Company makes various disclosures and files information/data with the Stock Exchanges under the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (the Regulations) In addition to the disclosures under the Regulations, the Company also hosts various additional information and data in compliance with the other statutory requirements.

Regulation 30 (8) of the Regulations stipulates that all the disclosures made by the listed entity shall be hosted in its website for a minimum period of five years. Thereafter the information shall be dealt with in accordance with the archival policy of the Company, to be disclosed in the website.

Objective of the Policy

The objective of the policy is to classify the documents which need to be preserved for a specific period of time.

The Policy

(a) All the information and other disclosures made to the Stock Exchanges in compliance with the Regulations shall be hosted in the Website of the Company under the section “INVESTORS” or under such other appropriate section as may be decided by the Managing Director / Whole-time Director depending on the nature of the information.

(b) All the other information/data required to be uploaded in the Website of the Company under any other law for the time being in force shall also be uploaded as stated above.

(c) The disclosures to stock exchanges and other information under the Regulations referred to in Clause (a) above shall be retained in the Website of the Company for a period of five financial years or such other period as may be specified in the Regulations, following the date of disclosure/filing. For example, the disclosures made during the FY 2015-16 shall be maintained in the Website until 31st March 2021.

(d) All the other information uploaded in the Website under Clause (b) above shall be maintained for period stipulated under the relevant law.

(e) Where no specific period has been mandated for retention of the information in the Website, such information shall be retained for a period of three years including the year of disclosure/upload. For example, the information uploaded during FY 2015-16 shall be retained in the Website until 31st March 2018, irrespective of the date of the event/disclosure/upload.

(f) After expiry of the aforesaid period the information shall be archived and kept under the heading “Past Information” for such period as may be decided by the Managing Director / Whole-time Director from time to time.

Validity & Amendment

This Policy shall come into force immediately and may be amended or replaced by the Board of Directors of the Company as and when deemed necessary.

Approved on	03.11.2015
1st Amendment	07.11.2016
Reviewed on	26.03.2025