

ARCHIVAL POLICY

SILVER CONSUMER ELECTRICALS LIMITED

CIN: U46539GJ2021PLC122633

Reg. Office: Revenue Survey No. 36, 37, 38, 43 to 47/1, Plot No. 1,3,5 & 6,
Village: Haripar (Tarvada), Tal: Lodhika, Rajkot - 360035 Gujarat (India)

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Website: www.silverpumps.com

BACKGROUND

Silver Consumer Electricals Limited (the “**Company**”) maintains a website “www.silverpumps.com” which *inter alia* contains details of (i) the Company’s business and operations, its mission, vision and values; (ii) its board of directors (the “**Board**”) and various committee; and (iii) its corporate policies, its corporate governance, sustainability initiatives. The website also hosts information mandated by statutory authorities under various laws, including the Companies Act, 2013 as amended from time to time (the “**Act**”) and the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended from time to time (the “**SEBI Listing Regulations**”).

Regulation 46 read with Regulation 62 of Regulations requires the listed companies to maintain a functional website containing basic information about the Company and other

prescribed details.

Regulation 30(1) of the SEBI Listing Regulations requires every listed entity to make disclosures of any events or information which, in the opinion of the board of directors of the listed company, is material.

Regulation 30(8) of the SEBI Listing Regulations requires that a listed entity shall disclose on its website all such events or information which has been disclosed to stock exchange(s) under this regulation, and such disclosures shall be hosted on the website of the listed entity for a minimum period of 5 years and thereafter archived as per the archival policy of the listed entity.

This policy is effective from the date of its adaptation by Board and shall be valid till it is modified, replaced or cancelled. In case of any contradiction between this policy and provision of any Act, Rules and Regulations, provisions of such Act, rules and regulations shall apply.

In view of the above, the Company has framed this archival policy (the “**Policy**”) to determine the period for which the information required by the Company to be disclosed and hosted on its website, and the period for which it will be archived thereafter.

SCOPE OF THE POLICY

This Policy provides a framework for ensuring that information relating to the Company pursuant to compliance with SEBI Listing Regulations is adequately disclosed with stock exchanges on its website. Other contents displayed / hosted on the website shall be out of purview of the Policy and can be archived / deleted as per the requirement of the content.

OBJECTIVES

The major focus of this Policy is to create archives which provide the evidence required

for carrying out daily activities and keeping track of transactions entered into by the Company. The following are the key objectives of this Policy:

- To capture and store all relevant records and documents.
- To ensure security and verified access to all relevant records and documents.
- To preserve the records and documents for legal, administrative and historical purposes.
- To dispose the records or documents in accordance with the authorized retention and disposal schedule.
- To ensure back-up and allow for continuity in the event of a disaster.
- To comply with all regulatory and other legal requirements.
- Identification of information, documents, events, etc. which are required to be disclosed on the website of the Company

Thus, this Policy aims at ensuring creation and management of authentic, reliable and usable archives for accountability purposes and for preservation of the Company's collective memory.

ARCHIVAL METHODOLOGY

The required documents, information, disclosures, notices, policies as provided under the SEBI Listing Regulations and the Act, and the rules framed thereunder as amended from time to time, which are required to be disclosed on the website, shall be uploaded on the website of the Company. The website of the Company shall be reviewed on regular intervals for ensuring that all the necessary disclosures are available on the website of the Company, as required.

The required disclosures, unless otherwise mentioned in the Companies Act and the SEBI Listing Regulations, 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 accessed easily as and when required by any person.

The documents/disclosures shall be kept in the archive folders till such time as may be

required by law. Documents which are required to be hosted on the website for a particular period, shall be deleted after the due date, therefore, it shall not be saved to archives folder. Certain documents like Policies, Codes of Conduct and other documents which are required to be continuously displayed on the website, shall not be archived.

AMENDMENTS AND REVIEW

The Board has the right to amend or modify this Policy in whole or in part, at any time, without assigning any reason whatsoever, subject, however, to the condition that such alterations will be in consonance with the provisions of the applicable law.

This Policy shall be reviewed from time to time so that the policy remains compliant with applicable legal requirements. The Company Secretary will keep the policy updated as per applicable statutory guidelines.

