



S. E. POWER LIMITED
Reg. Off.: Survey No. 54/B, Pratapnagar
Jarod-Savli Road, Samlaya Vadodara-391520
CIN: L40106GJ2010PLC091880

ARCHIVAL POLICY

Policy on Archival of Documents

[In terms of Regulation 30(8) of SEBI (Listing Obligations and Disclosures Requirements) Regulations, 2015]

1. Preamble and background

The Securities and Exchange Board of India (“SEBI”), vide its notification dated September 2, 2015 has issued SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015. Under Sub Regulation (1) of Regulation 30 of this Regulations, it is stipulated that every listed entity shall make disclosures of any events or information which, in opinion of the Board of Directors of the listed entity, is material. Further, Sub Regulation (8) of Regulation 30 of this Regulations requires that the listed entity shall disclose on its website all such events or information which have been disclosed to the stock exchange(s) under this regulation, and such disclosures shall be hosted on the website of the listed entity for a minimum period of five years and thereafter as per the archival policy of listed entity, as disclosed on its website.

In terms of above provisions, the Company has framed this Archival Policy to determine the period for hosting the events or information on the website of the Company, which are required by the Company to be disclosed and period for which it will be archived thereafter.

2. Definitions

“**Act**” means the Companies Act, 2013, Rules framed thereunder and any amendments thereto.

“**Archived documents**” means details of events or information (as defined herein below) as placed or maintained in the archived or historic material events/information folder.

“**Board**” means the Board of Directors of the Company.

“**Company**” means S.E. Power Limited.

“**Events or Information**” includes the events or information that are required to disclosed on the website of the Company in terms of Regulation 30 (8) of the SEBI (LODR) Regulations, 2015 and other applicable Laws.

“**Policy**” or “**this Policy**” means Archival Policy.

“**Regulations**” or “**SEBI (LODR) Regulations, 2015**” means the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulation, 2015

All other words, terms and expressions used but not defined in this policy, shall have the same meaning as respectively assigned to them in SEBI(Listing Obligations and Disclosure Requirements) Regulations, 2015 or the Companies Act, 2013 or rules and regulations made thereunder, or any statutory modification or re-enactment thereto, as the case may be.

3. Scope, Objective and Purpose of the Policy

The objective of this Policy is to comply with the Regulation 30(8) of SEBI (LODR) Regulation, 2015.

This Policy provides a frame work for ensuring the information relating to the Company are adequately disclosed on its website as required by Regulation 30 (8) of SEBI (LODR) Regulations, 2015 and other Applicable Laws and archived for a specified period, to facilitate retrieval, if required.

4. Archival period

A. For events or information disclosed under Regulation 30

All events or information disclosed under Regulation 30 of the SEBI (LODR) Regulations, 2015 to the Stock Exchanges on which the securities of the Company are listed and hosted on the Company's website shall be available on the Company's website for a period of five years from the date of uploading of the same on the website. However, if any event or information requires to be disclosed for longer period due to some appropriate reasons then such event or information may be posted on company's website for longer period.

B. For disclosure made under the other Applicable Laws

All information required to be uploaded on the Company's website in pursuance of any other Applicable Law, shall be hosted on the Company's website for such period as may be prescribed under that Applicable Law. In case where the concerned law does not prescribed any period for hosting the event or information on the Company's website then required event or information shall be hosted on the Company's website for a maximum period of two years from the date of uploading or till it is relevant.

After the period as above in para 4(A) and 4(B), the events or information will be archived for a minimum period of one year and thereafter the same may be removed from the website.

The archived documents shall be available in archived or historic material events/information folder located on the website of the Company. The contents of archived or historic material events/information folder shall not be accessible to the public.

5. Policy Review

This policy shall be reviewed from time to time so that the policy remains compliant with the applicable legal requirements.



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6. Amendment

The Board shall have power to amend any of the provisions of this Policy, substitute any of the provisions with new provisions or replace this Policy entirely with a new Policy according to subsequent modification(s) /amendment(s) to Regulation.

7. Disclosure of the Policy

The Company shall disclose this Policy on its website.