

ALPHAGEO (INDIA) LIMITED
ARCHIVAL POLICY

1. Background

1.1 The Alphageo (India) Limited (“AGIL” or the “Company”) maintains a website www.alphageindi.com which *inter alia* contains details of the Company’s business and operations, its Mission, Vision and Values; its Board and various Committee; 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 (the “Act”) as amended from time to time and the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“the Regulations”), as amended from time to time.

1.2 Regulation 30(1) of the 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.

1.3 Regulation 30(8) of the 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 five years and thereafter as per the archival policy of the listed entity, as disclosed on its website.

1.4 In view of the above, the Company has framed this Archival Policy to determine the period for which the information required by the Company to be disclosed on its website will be hosted on the website and the period for which it will be archived thereafter.

2. Scope of the Policy

2.1 This Policy deals with retention and archival of the corporate records of Alphageo (India) Limited and its subsidiary (hereafter the “Company”).

2.2 This Policy provides a framework for ensuring that information relating to the Company is adequately disclosed on its website pursuant to the compliance with the above mentioned Regulations and which are disclosed with Stock Exchanges. 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 contents.

3. Disclosure of information on website

Regulation 46 of SEBI (LODR) Regulation, 2015 requires the listed Companies to maintain functional Website containing basic information about the Company and other prescribed details.

3.1 The respective Functional Heads will be responsible for ensuring that the information supplied to the Corporate Communications Department for uploading on the Company’s website is correct, complete and kept current at all times. They will be responsible for

ensuring that any changes required to be made to keep the information updated is promptly conveyed to the Corporate Communications Department.

3.2 All information required to be statutorily disclosed on the Company's website is promptly provided to the Corporate Communications Department for uploading on the website and that the same is correct, complete and kept updated at all times. Any change in the content of its website shall be updated time to time.

4. Archival period

4.1 For events or information disclosed under Regulation 30:

All events or information disclosed under Regulation 30 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 from the date of uploading of the same on the website.

However, based on feedback over a period of time, if the disclosure requires a longer storage, the same will be considered appropriately.

4.2 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 / regulations, shall be hosted on the Company's website for such period as may be mandated by that statute / legislation / regulation.

In cases where the concerned statute / legislation / regulation does not prescribe any period, the required data shall be hosted on the website for a maximum period of two years from the date of uploading or till it is relevant.

After a period as above Para has elapsed since the date of uploading of the information on the Company's website, the same may be removed from the website.

5. Revision of policy

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 guideline.

6. Effective Date

This policy shall come into effect from 10th February, 2016.