



CLAROID PHARMACEUTICALS LIMITED
(Formerly Known As: Claroid Pharmaceuticals Private Limited)
CIN: U24304GJ2018PLC103796

Registered Office:

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Kamod-Pirana Road, Pirana,
Ahmedabad, Daskroi, Gujarat, India, 382425

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CLAROID PHARMACEUTICALS LIMITED
CONTENT ARCHIVAL POLICY

*(Under regulation 30(8) of SEBI (Listing obligations and Disclosure Requirements)
Regulations, 2015)*



1. **PREAMBLE**

Securities and Exchange Board of India has notified Securities and Exchange Board of India (Listing Obligation and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”). These regulations require every listed Company to give various disclosures of corporate actions, events, documents etc. on the website of the Company. The Company’s Website hosted on the domain <http://www.claroidpharma.com> disclosures made on the website can be archived as per the Policy.

2. **SCOPE**

This policy shall govern the disclosure and archival of such contents only which have been disclosed on the website of the Company 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 content.

3. **OBJECTIVE OF THIS POLICY**

The main objective of this policy is to ensure that all the documents, disclosures made to the stock exchanges pursuant to the Regulations are hosted on the website and transferred to the Archives folder of the Website of the Company after the completion of five years from the date of disclosure or event

The major objectives of the policy are:

- Identification of Information, documents, events, etc. which are required to be disclosed on the website of the Company.
- Ensuring that all the information is disclosed at the relevant link and there is unanimity in the same every time.
- Ensure that all the information, documents, events disclosed on the website of the Company, unless otherwise specified in the Act, shall remain on the website for the five years from the date of disclosure.
- After completion of five years of disclosure of the respective documents, shall be moved to the respective archives folder on the website of the Company.
- 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.

4. **DEFINITIONS**

- a) "**Act**" means the Companies Act, 2013, Rules framed thereunder and any amendments thereto.
- b) "**Compliance Owner**" shall mean any person responsible for all statutory and legal compliances of a particular unit/ division/ function of the Company.
- c) "**Listing Regulations**" means Securities and Exchange Board of India (Listing Obligations and



Disclosure Requirements) Regulations, 2015.

d) **"Company"**, "This Company", "The Company", "Company" wherever occur in the policy shall mean "Claroid Pharmaceuticals Limited."

e) **"Board of Directors" or "Board"**, means the collective body of the Directors of the Company.

f) **"Policy" or "This Policy"** means, "Website Content Archival Policy."

5. INTERPRETATION

Terms that have not been defined in this Policy shall have the same meaning assigned to them in the Companies Act, 2013, Securities and Exchange Board of India (Listing Obligation and Disclosure Requirements) Regulations, 2015, and/or any other SEBI Regulation(s) as amended from time to time.

In case of any dispute or difference upon the meaning/interpretation of any word or provision in this Policy, the same shall be referred to the Board to decide thereupon.

6. GUIDELINES

The Company being to be listed on the recognized Stock Exchange of India, regularly sends various information, financial statements, notices and other disclosures, as required under Listing Regulations to Stock Exchanges where the equity shares of the Company are listed. As required under the Act and the Listing Regulations the same are also displayed and hosted on the website of the Company.

Regulation 46 of Regulations requires the listed Companies to maintain a functional website containing basic information about the Company and to update the same within two days of any change taking place therein.

Regulation 30 requires the Listed Companies to 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 Company for a minimum period of five years and thereafter as per the archival policy of the Company, as disclosed on its Website.

7. POLICY

The required documents, information, disclosures, notices, policies as provided under the Listing Regulations and the Act, which is 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 above mentioned disclosures are available on the website of the Company as required.

The required disclosures, unless otherwise mentioned in the Companies Act itself, 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 searched easily as and when required by any person. The documents/ disclosures shall be kept in the archive folders for a further period of at least five (5) years in the manner as deemed appropriate by the Company.

All the matters outlined Under Regulation 46 uploaded under a separate section on Company's website and shall be updated within two working days from the date of occurrence of change.

8. REVIEW

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.



9. DISCLOSURES

The policy shall be continuously hosted on the website of the Company after the approval of the Board of Directors and after every amendment/updating thereof.
