

KAJARIA CERAMICS LIMITED

ARCHIVAL POLICY

PREAMBLE

Pursuant to Regulation 30(8) of the SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015 (“Listing Regulations”) requires that every listed company should disclose an “Archival Policy” on the website of the Company. This Policy aims to decide the process and manner of archiving the disclosures made to the Stock Exchanges under the Listing Regulations (the “disclosures”) and other relevant information which are hosted on the website of the Company, i.e. www.kajariaceramics.com

ARCHIVAL PROCESS

Kajaria Ceramics Limited (‘the Company’) shall host all the disclosures and such event and information, which have been disclosed to the Stock Exchange(s) under Regulation 30 of the Listing Regulations, on its website for a minimum period of 5 years from the date of disclosure to the Stock Exchange(s).

The disclosures and information shall be in a non-editable format and cannot be deleted from the server of the Company. However, same shall be retrievable from the server as and when required for a further period of 3 (three) years. Thereafter the said information, documents, records may be destroyed as per the Policy on Preservation of Documents.

ACCESS TO ARCHIVED DOCUMENTS

The Managing Director, Chief Financial Officer, Company Secretary and any other person duly authorized by the Board of the Company shall have access to all archived documents.

DISCLOSURE

The disclosure of this Policy shall be made in accordance with the provisions of the Listing Regulations / other applicable laws.

AMENDMENT TO THE POLICY

The Board may amend, abrogate, modify or revise any or all clauses of this Policy in accordance with the applicable provisions of the Listing Regulations and amendment thereto, from time to time. However, amendments in the Listing Regulations shall be binding even if not incorporated in this Policy.