

**POLICY ON ARCHIVAL OF DOCUMENTS
OF
SICAL LOGISTICS LIMITED**

Date of approval of Board : September 03, 2024

BACKGROUND AND OBJECTIVE

As per sub-regulation (8) of Regulation 30 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (hereinafter referred to as "**Listing Regulations**"), every listed entity needs 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 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.

Accordingly, Sical Logistics Limited ("**Company**"), being a listed entity is obligated to upload on its website, the events/information disclosed to the stock exchange(s) under Regulation 30 of the Listing Regulations.

THE POLICY

1. Definitions

- a. "**Applicable laws**" means securities laws defined under Regulation 2(zf) of the Listing Regulations and other laws and statutes applicable to the Company, mandating preservation of documents.
 - b. "**Board**" means board of directors of the Company as constituted from time to time.
 - c. "**Company Secretary and Compliance Officer**" means the company secretary and compliance officer appointed by the Board.
 - d. "**Document(s)**" includes all papers, documents, agreements, filings, forms, memos, correspondences, records, files, books, etc., of the Company in physical or electronic forms.
 - e. "**Policy**" means this policy on archival of the disclosures made on the website for information and events communicated to stock exchanges formulated by the Company.
2. In line with the Listing Regulations, the Company shall disclose all the required events or information to the stock exchanges and such disclosures shall be hosted on the website of the Company (www.sical.in) for a period of 5 years and thereafter the same shall be archived so as to be available for retrieval. Thereafter, the said information, documents, records may be destroyed as per the policy on preservation of documents.
 3. Prior to destruction of information, documents, and records in accordance with the policy on preservation of documents, anyone intending to review archived information and events communicated to the stock exchanges may write to the Company Secretary and Compliance Officer of the Company.
 4. The Company has power to amend the Policy. However, no such amendment or modification shall be inconsistent with the applicable provisions of any law for the time being in force.
 5. This Policy shall also be disclosed on the website of the Company.