



ASIAN TEA & EXPORTS LIMITED

CIN No. L24219WB1987PLC041876

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POLICY FOR ARCHIVAL OF DOCUMENTS MADE TO STOCK EXCHANGES ON THE WEBSITE OF THE COMPANY, 2025

1. PREFACE & OBJECTIVE

As per sub-regulation (8) of Regulation 30 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (hereinafter “SEBI-LODR”), 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, Asian Tea and Exports Limited (“the 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 SEBI-LODR.

Further, the Board of Directors of Asian Tea and Exports Limited have approved and adopted the following Archival Policy (hereinafter “the Policy”) for Archival of such information /documents, in its meeting held on 22nd April, 2025.

2. EFFECTIVE DATE

The Policy shall be effective from 22nd April, 2025.

3. POLICY

- a) Annual Reports of the Company uploaded on the website of the Company shall be available there for eight years and thereafter, it shall be moved to online archive.
- b) Information/ document disclosed to the stock exchange(s) in compliance of Regulation 30 (8) of SEBI-LODR, as amended from time to time, shall be available on the website of the Company for a period of five years from the end of the financial year in which the information/document is uploaded and thereafter, it shall be moved to online archive.
- c) Any other information/document uploaded on the website of the Company in compliance of the Companies Act, 2013 and SEBI-LODR shall be available there for a period of five years from the end of the financial year in which it is uploaded and thereafter, it shall be moved to online archive.

4. AMENDMENT TO THE POLICY

Chairman, Asian Tea and Exports Limited is authorized to amend or modify this Policy on recommendations of the Audit Committee. However, no such amendment or modification shall be inconsistent with the applicable provisions of any law for the time being in force.