



***B D SECURITY LIMITED***

**ARCHIVAL POLICY**

## 1. BACKGROUND

Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”) refers to an archival policy as per which, all events or information which has been disclosed to stock exchange(s) under Regulation 30 of the Listing Regulations shall be hosted on the website of B D SECURITY LIMITED (the “Company”) for a minimum period of five years and thereafter as per the archival policy of the Company.

## 2. PURPOSE

The purpose of this document is to formulate a policy for archival of the disclosures of information and events communicated to the stock exchanges under Regulation 30 of the Listing Regulations and hosting of such disclosures on the website of the Company.

## 3. DEFINITIONS

“**Applicable laws**” means securities laws defined under the Listing Regulations and other laws and statutes applicable to the Company, mandating preservation of documents.

“**Archival**” means accumulation/storage of historical records on server/network or at a physical place.

“**Board**” means Board of Directors of the Company as constituted from time to time.

“**Company**” means B D SECURITY LIMITED.

“**Company Secretary and Compliance Officer**” means the company secretary and compliance officer appointed by the Board.

“**Document(s)**” includes all papers, documents, agreements, filings, forms, memos, correspondences, records, files, books, etc., of the Company in physical or electronic forms.

“**Policy**” means Company’s policy on archival of the disclosures made on its website, of information and events communicated to stock exchanges by the Company.

Words and expressions used and not defined in this Board Archival Policy shall have the meaning ascribed to them in the SEBI Listing Regulations, the Securities and Exchange Board of India Act, 1992, as amended, the Securities Contracts (Regulation) Act, 1956, as amended, the Depositories Act, 1996, as amended, or the Companies Act and rules and regulations made thereunder.

## 4. ARCHIVAL PROCESS

- All the relevant disclosures of information and events communicated to the stock exchanges under Regulation 30 of the Listing Regulations will be hosted on the website of the Company under the section titled “Investors” for a period of five years and thereafter the same shall be archived to be available for retrieval for such period as may be decided by the Board of Director of the Company.
- Subsequently, any shareholder of the Company intending to review archived information and events communicated to the stock exchanges may write to the Company Secretary and Compliance Officer of the Company. The Company Secretary shall respond to the request within 30 working days of receiving the request.

## **AMENDMENT**

This policy will be periodically reviewed and amended based on any changes in the laws, rules and regulations applicable to the Company from time to time or changes in internal processes by the Board of Directors of the Company.

## **DISSEMINATION OF THE POLICY:**

This Policy shall be hosted on the website of the company i.e <https://www.bdsecurity.co.in>.

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*This said Policy shall be effective from the date of listing of securities on stock exchange.*