



WEBSITE ARCHIVAL POLICY

PREAMBLE

Pursuant to Regulation 30(8) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, Greaves Cotton Limited ("Company") has formulated this Website Archival Policy ("Policy"). This Policy is effective from 1st December, 2015.

OBJECTIVE

The objective of this Policy is to facilitate easy access to historical information that may be required by the Stakeholders. This Policy states the principles for managing the content of the Company's website and guiding the archival and storage of information on the website of the Company.

POLICY

The archival procedure will be as under-

- a) Information / documents shared on the Company's website will be displayed for a period of 5 years from the month of uploading the same onto the website.
- b) All historical information / documents on the Company's website older than 5 years will be displayed under the respective heads/tabs in the Archives section.
- c) All historical information / documents will be removed from the Archives section after a period of 10 years from the date of transferring the same to the Archives section.

REVIEW

This Policy shall be subject to review as may be deemed necessary and in accordance with any regulatory amendments and the Company Secretary is authorised to make suitable amendments in this Policy.

Greaves Cotton Limited

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