

PODDAR BHUMI HOLDINGS LIMITED

(Formerly known as SUVIJAY EXPORTS LIMITED)

Registered Office: 1/1A, Mahendra Roy LN, 3rd Floor, Office 2, Kolkata 700046
Corporate office: Unit No. 3-5, Neeru Silk Mill, Mathuradas Mill Compound, 126, N M Joshi Marg,
Lower Parel (West) Mumbai- 400013. CIN: L45400WB1982PLC034836
Tel.: +91-22-66164444, Fax+91-22-24962236

ARCHIVAL POLICY

I. PREFACE

SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Regulations”) requires every Listed Company to make available an Archival policy on the website.

In this context, the following policy has been framed by the Board of Directors (“Board”) of Poddar Bhumi Holdings Limited (“PBHL”/“Company”) & adopted by the board of directors of the company who are also empowered to amend the same from time to time in context of the changing conditions.

II. THE POLICY

In order to bring uniformity with PBHL’s Policy on determination of Materiality of Events and as per the Regulations, the Company shall disclose all such events to the Stock Exchanges and such disclosures shall be hosted on the website of the Company for a period of 5 years and thereafter the same shall be archived so as to be available for retrieval for a further period of three years by storing the same on suitable media. Thereafter the said information, documents, records may be destroyed as per the policy on preservation of documents.