



Radico

Radico Khaitan Limited

ARCHIVAL POLICY

BACKGROUND

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 Radico Khaitan Limited (“**RADICO**”/ “**Company**”) at its meeting held on **05.02.2016**.

ARCHIVAL POLICY

In line with **RADICO’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.

ARCHIVAL REQUIREMENT:

The disclosures made to stock exchanges would be provided to the Marketing & Corporate Communication (MCC) department by the Company Secretarial Department for uploading in the website of the Company

The information provided to MCC would be promptly uploaded on the website of the Company and would be hosted on the website for five years period from the date of such hosting.

Thereafter, the information would be archived under the heading “Archive” and would be retained in the website such period as may be decided by the Managing Director /CFO/ Board.

REVIEW OF THE POLICY:

In case there are any regulatory changes requiring modifications to the Policy, the Policy shall be reviewed and amended with due approval from the Managing Director/CFO/Board. However, the amended regulatory requirements will supersede the Policy till the time Policy is suitably amended.