



**Orient Green
Power Company
Limited**

PRESERVATION OF DOCUMENTS & ARCHIVAL POLICY



PRESERVATION OF DOCUMENTS & ARCHIVAL POLICY

PREAMBLE

In terms of Regulation 9 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Listing Regulations), Orient Green Power Company Limited. (the Company) is required to formulate a policy for preservation of documents required to be maintained under the Listing Regulations in at least two categories as specified in the said Regulation.

In terms of Regulation 30(8) of the Listing Regulations, the Company is required to formulate an archival policy for all disclosures of events/information to the Stock Exchanges in terms of the Company's Policy for Disclosure of Events/Information and Determining of Materiality.

OBJECTIVE

The purpose of this policy is to establish the framework needed for effective preservation of documents and records of the Company required to be maintained under the Listing Regulations, in terms of Regulation 9 and also to archive any of the material of events or information which are disclosed by the Company to the Stock Exchanges prior to the period of five years in terms of Regulation 30.

PERIOD OF HOSTING THE EVENTS OR INFORMATION

All the disclosures made by the Company to the Stock Exchanges under Regulation 30 of the Listing Regulations, shall be hosted on the website of the Company for a minimum period of 5 years. Thereafter, such disclosures shall be kept in the archives of the Company for a period of 2 years.

In case the aforesaid disclosures are required by any applicable law(s) or regulation(s) to be hosted for a period longer than that mentioned above, such disclosures shall be hosted on the website of the Company for such longer period

DISCLOSURE/AMENDMENT

Any change in the Policy shall be approved by the Board of Directors of the Company.