

## **Archival Policy**

### **1. Objective**

The objective of this Policy is to lay down the time frame for archival of documents hosted on the Company's website which has been adopted by Board of Directors of the Company.

### **2. Documents to be hosted on the company website**

- a. The Company shall host on its website, information and documents which are required to be hosted as per the Companies Act, 2013 and Rules framed thereunder, SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (the "Regulations") and other applicable laws, rules, and regulations from time to time.
- b. The Company shall host the above information and documents on its website for a continuous period of five years from the date of hosting.
- c. All information/documents (other than that mentioned above) required to be uploaded on the Company's website in pursuance of any other statute/legislation/regulation, shall be hosted on the Company's website, in the form, manner and for such period as may be mandated by that statute/legislation/regulation etc. In cases where the concerned statute/legislation/regulation does not prescribe any period, the required data shall be hosted on the website for a minimum period of one year from the date of uploading or more if deemed necessary.

### **3. Archival of documents**

- a. After the hosting period of five years is over, the Company shall archive these information and documents for a period of five years. Thereafter, the information/documents may be deleted permanently after obtaining approval from the Chief Financial Officer or the Company Secretary.
- b. Provided however, if the size of documents is very large or it becomes expensive to archive certain documents, then such documents may be removed/deleted from archives after taking prior approval of Chief Financial Officer or the Company Secretary.

### **4. Review and amendment**

The Board of Directors will review this Policy from time to time and make revisions as may be required.

### **5. Disclosure of this policy**

This Policy shall be uploaded on the Company's website i.e. [www.nesco.in](http://www.nesco.in)

All other words and expressions used but not defined in this Policy but defined in the Companies Act, 2013, SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 or the rules and regulations made thereunder shall have the same meaning as respectively assigned to them in such Act or rules and regulations or any statutory modification or re-enactment thereto, as the case may be.

2nd version of this policy has been reviewed, approved, and adopted by the Board of Directors at their meeting held on 13th February 2024.