

## ARCHIVAL POLICY

[Pursuant to Regulation 30(8) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015]

### 1. Preface

The Board of Directors (the "Board") of Menon Bearings Limited (the "Company") has adopted the following 'Archival Policy' with regard to hosting of information and documents on its website i.e. <https://menonbearings.in/> in terms of Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended from time to time (hereinafter referred as "LODR"), (The Archival Policy).

### 2. Purpose of the Policy

The Regulation 46(1) mandates every listed company shall maintain a functional website containing the basic information about the company. The purpose of this Policy is to determine periodicity to host information and documents on the Company's website as required under Regulation 30(8) of the SEBI (LODR), Regulations, 2015 to be disseminated under various provisions of the LODR, Companies Act, 2013 and other applicable laws to the Company.

### 3. Disclosure of information and documents of Company's website

The Company shall disseminate the following information and documents under a separate section on its website and shall host such information and documents on the website at least for time period as mentioned here-in-below and then be shifted in Archives:

Sl. No.	Nature of information / document	To be hosted on the website	In Archives
1.	Details of its business	Permanently, to be updated from time to time.	-
2.	Terms and conditions of appointment of independent directors	Upto tenure of the Independent directors	To be kept in Archives for 3 years

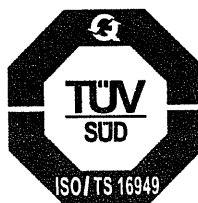
3.	Composition of various committees of board of directors	Permanently, to be updated from time to time.	-
4.	"Codes of Fair Disclosure and Conduct and Code of Conduct as per the SEBI (Prohibition of Insider Trading) Regulations, 2015, as amended	Permanently, to be updated from time to time.	-
5.	Code of Conduct for the Board of Directors and Senior Management Personnel	Permanently, to be updated from time to time.	-
6.	Details of establishment of Vigil Mechanism/ Whistle Blower policy	Permanently, to be updated from time to time.	-
7.	Criteria of making payments to non-executive directors , if the same has not been disclosed in annual report	Permanently, to be updated from time to time.	-
8.	Policy on dealing with related party transactions	Permanently, to be updated from time to time.	-
9.	Policy for determining 'material' subsidiaries	Not Applicable to the Company as the Company does not have any subsidiary	-
10.	Details of familiarization programmes imparted to independent directors		

	including the following details:		
	(i) number of programmes attended by independent directors (during the year and on a cumulative basis till date),	5 years	To be kept in Archives for 3 years
	(ii) number of hours spent by independent directors in such programmes (during the year and on cumulative basis till date), and	5 years	To be kept in Archives for 3 years
	(iii) other relevant details	5 years	To be kept in Archives for 3 years
11.	Policy on Corporate Social Responsibility (CSR Policy)	Permanently, to be updated from time to time.	-
12.	The email address for grievance redressal and other relevant details	Permanently, to be updated from time to time.	-
13.	Contact information of the designated officials of the listed entity who are responsible for assisting and handling investor grievances	Permanently, to be updated from time to time.	-
14.	Name of Nodal Officer and e-mail address for IEPF updating work	Permanently, to be updated from time to time.	-
14.	Financial information including:		
15	(i) notice of meeting of the board of directors where financial results	1 year	To be kept in Archives for 1

	shall be discussed		year
	(ii) financial results, on conclusion of the meeting of the board of directors where the financial results were approved	5 years	To be kept in Archives for 1 year
	(iii) complete copy of the annual report including balance sheet, profit and loss account, directors report, corporate governance report etc.	5 years	To be kept in Archives for 3 years
16.	Shareholding pattern	3 years	To be kept in Archives for 2 year
17.	Details of agreements entered into with the media companies and/or their associates, etc.	For life time of the agreement	To be kept in Archives for 1 year
18.	Schedule of analyst or institutional investor meet and presentations made by the listed entity to analysts or institutional investors simultaneously with submission to stock exchange(s)	1 year	To be kept in Archives for 1 year
19.	New name and the old name of the listed entity for a continuous period of one year, from the date of the last name change	1 year	To be kept in Archives for 1 year
20.	Copies of advertisements published in		

	Newspapers as per Regulation 47 (1) of the LODR		
	(a) notice of meeting of the board of directors where financial results shall be discussed	1 year	To be kept in Archives for 1 year
	(b) financial results, as specified in Regulation 33 of the LODR, along-with the modified opinion(s) or reservation(s), if any, expressed by the auditor.	1 year	To be kept in Archives for 1 year
	(c) statements of deviation(s) or variation(s) as specified in sub-regulation (1) of Regulation 32 of the LODR on quarterly basis, after review by audit committee and its explanation in directors report in annual report	1 year	To be kept in Archives for 1 year
	(d) notices given to shareholders by advertisement.	1 year	To be kept in Archives for 1 year
21.	Credit ratings obtained by the entity for all its outstanding instruments, updated immediately as and when there is any revision in any of the ratings.	1 year	To be kept in Archives for 1 year

22.	Separate Audited Financial Statements of each subsidiary of the listed entity in respect of a relevant financial year, uploaded at least 21 days prior to the date of the annual general meeting which has been called to <i>inter alia</i> consider accounts of that financial year.	5 years	To be kept in Archives for 3 years
23.	Memorandum and Articles of Association of the Company	Permanently, to be updated from time to time.	-
24.	Disclosure of Related party transactions on consolidated basis, in the format specified in the relevant accounting standards for results for Half yearly/Annual basis	1 year	To be kept in Archives for 1 year
25.	Disclosures made on the website of all such events or information which has been disclosed to the stock exchanges under Regulation 30 of the LODR	5 years	To be kept in Archives for 1 years
26.	The copy of the Annual Return prepared as per sub-section (3) of section 92 of the Companies Act, 2013	3 years	To be kept in Archives for 1 year
27.	Other information or documents, as may be necessary or as per the statutory requirements as amended from time to time	For their relevant life time	To be kept in Archives for 1 year



**4. Communication of this Policy**

This Policy shall be published on the website of the Company.

**5. Amendment**

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

This amended policy is approved and adopted by the Board of Directors in its meeting held on 31<sup>st</sup> January, 2019 and will be effective from 1<sup>st</sup> April, 2019.



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