

FORCE MOTORS LIMITED

Bombay Pune Road
Akurdi, Pune – 411 035

CIN L34102PN1958PLC011172

ARCHIVAL POLICY

I. Purpose and Objective:

This Policy has been prepared pursuant to Regulation 30 (8) of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, which mandates the listed companies to frame a Policy and upload the same on its website, laying down the framework for disclosure on information and their archival on the Company's website.

The Policy has been framed with an objective of maintenance of the Company's historical data and records hosted on the website at one place, in known locations for making it accessible to staff, shareholders of the Company and its prospective investors.

Through this Policy, the Company seeks to preserve and manage the records in a consistent and logical manner. Since the disposition phase of the records is critically important from the perspective of legal and economical maintenance of records, therefore, it becomes imperative to retain those records and to suitably deal with the records having relevance for a specific period of time and to achieve the below mentioned objectives:

- (i) to meet the legal standards for protection, storage, and retrieval of the record;
- (ii) to use the space on the website efficiently; and
- (iii) to minimize the cost of record retention.

II. Scope of Policy:

- (1) Every kind of information which is material for the business affairs of the Company and has been disclosed to the Stock Exchanges shall be hosted on the website of the Company for the minimum period of 5 years from the date of occurrence/ happening of an event or transaction.
- (2) After the hosting period of five years is over, thereafter, such disclosures shall be kept in the archives of the Company for a period of 2 years.
- (3) Every kind of document/ information which is mandated to be disclosed on the website as per the provisions of any applicable statues, rules and regulations shall be hosted on the website of the Company for such time period as specified under the applicable statues, rules and regulations;
- (4) Based on the following considerations, the documents/ information under (3) above shall be deleted/ removed from the website-
 - i) administrative and operational need served by the document/ information;
 - ii) legal and fiscal regulations governing retention;
 - iii) historical significance;
 - iv) economic advantage of moving the records from high cost office storage to low cost records storage space or direct disposal;

- v) identification of materiality of records after a stipulated time period and its impact thereon.
- (5) Thereafter, the information/documents may be deleted / removed from the website after obtaining approval from the Managing Director or the Chief Financial Officer. Provided however, if the size of documents is very large to archive certain documents, then such documents may be deleted / removed from archives after taking prior approval of the Managing Director or the Chief Financial Officer.

III. Review

This Policy is subject to review from time to time. The Board of Directors can amend this Policy, as and when deemed fit. In case of any amendment(s), clarification(s), circular(s) etc. issued by the relevant authorities, not being consistent with the provisions laid down under this Policy, then such amendment(s), clarification(s), circular(s) etc. shall prevail upon the provisions hereunder and this Policy shall stand amended accordingly from the effective date as laid down under such amendment(s), clarification(s), circular(s) etc.
