

## **ARCHIVAL POLICY**

### **Introduction**

The Company to host various information, documents and records on the website of the company to fulfill legal and other obligations.

Such data should be managed by the Company in terms of the broad policy set out hereunder.

### **Purpose:**

The purpose of this policy is to state the guideline for Archival of data available on the portal of KSS Limited (“K SERA SERA”).

### **Background:**

The Company disclose on its website all such events or information which has been disclosed to stock exchange(s) under Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, and such disclosures shall be hosted on the website of the listed entity for a minimum period of five years and thereafter as per this policy.

### **Definitions:**

“Act” means the Companies Act, 2013 and includes the applicable Rules and Regulations framed there under.

“Archival” is the process of moving data that is no longer actively used to a separate storage device for long-term retention. Archive data consists of older data that is still important to the organization and may be needed for future reference, as well as data that must be retained for regulatory compliance.

“Data” includes all the documents, disclosures, intimations which are required to be hosted on the website of the Company pursuant to SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015;

“Regulations” means the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 or any statutory modification or

re-enactment thereof and includes any rules, regulations and guidelines framed thereunder.

“Website / Portal” means [www.kserasera.com](http://www.kserasera.com) or any modification thereof.

**Archival Process:**

All the data hosted on the website of the Company pursuant to Act, Regulations as the case may be shall be available for the period of five years. Thereafter the same shall be archived in the Company’s database in a specified location as may be decided.

The tagline shall be hosted on the website informing that archival of data from / beyond the specified period. Archival process shall be reviewed periodically.

Archived data shall locate in a safe storage and custody to avoid destruction of data and shall preserve permanently.

In case of access of archival of data by the stakeholder, they may approach to the Company Secretary on [cs@kserasera.com](mailto:cs@kserasera.com).

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