

PRESERVATION OF DOCUMENTS & ARCHIVAL POLICY

[Pursuant to Regulation 9 of securities Exchange Board of India (Listing Obligation and disclosure Requirements) 2015]

1. PREFACE

The Board of Directors (the “Board”) of Mukat Pipes Limited (the “Company”) has adopted the following policy with regard to preservation and archival of Documents. **Regulation 9** of the Securities Exchange Board of India (“SEBI”) (Listing Obligation and Disclosure Requirements) Regulations, 2015 requires the Company to frame a policy on preservation of documents. Further, **Regulation 30(8)** requires the Company to frame a Policy on website disclosure and archival of such disclosures.

In compliance to the aforesaid Regulation, this policy is formulated to define a process for preservation of documents and to further develop a guideline for archival of such documents including those which are maintained in the electronic form and are disclosed on the website of the Company.

This Policy has been framed keeping in view the requirements of LODR. This Policy applies to such documents/ information hosted and visible to the public on the website of Mukat Pipes Limited (‘the Company’) i.e. www.mukatpipes.com

2.OBJECTIVE

The objective of this Policy is to have a binding framework for the preservation of documents of the Company. The preserved documents must be accessible at all reasonable times

3. DEFINITION

“Documents” shall mean records maintained by the Company either in physical mode or electronic mode, as required to be maintained under any law or regulation for the time being in force.

4.CLASSIFICATION OF DOCUMENTS

The classification of Documents for the purpose of preservation shall be done as under:

- a) Where there is a period for which a Document is required to be preserved as per applicable law(s), for the period required by the applicable law(s).

b) Where the period for preservation of Documents has not been prescribed under the applicable law(s), till such period these Documents have relevance with reference to any ongoing litigations, proceedings, complaints, disputes, contracts or any like matter.

5.DOCUMENTS/INFORMATION WHICH SHALL BE ARCHIVED AND TIME PERIODFOR MAINTAINING INFORMATION/DOCUMENTS ON THE WEBSITE:

All disclosures made under Regulation 30 of the LODR by the Company to the Stock Exchange(s), shallbe kept on the website of the Company for a period of 5 years and thereafter in the archives (in softcopy form) of the Company for a period of 3 years.

6. ADMINISTRATION

The preservation of Documents should ensure that there is no tampering, alteration, destruction or anything which endangers the content, authenticity, utility or accessibility of the documents. The Heads of the respective departments of the Company shall be responsible for maintenance of the Documents.

7. DISPOSAL AND DESTRUCTION OF DOCUMENTS

Post the required time-frame for preservation of the documents, the respective Departments may destroy the records in the desired manner.

8. AMENDMENT TO THE POLICY

Any changes in the Policy shall be approved by the Board of Directors of the Company. The Board of Directors shall have the right to withdraw and / or amend any part of this Policy or the entire Policy, at any time, as it deems fit, or from time to time, and the decision of the Board in this respect shall be final and binding.

9. GENERAL

Where the terms of this Policy differ from any existing or newly enacted law, rule, regulation, the law, rule, regulation will take precedence over this Policy from the effective date of such law, rule or regulation.