

Archival Policy - Prima Plastics Limited

VERSION CONTROL	
Archival Policy	
Version Number	V1
Date Approved	
Effective Date	21 May, 2026
Supersede Version	-

1. Introduction

This policy shall be called the “Archival Policy” of Prima Plastics Limited (“Company”), as approved by the Board of Directors of the Company and shall be available on the website of the Company in terms of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015.

2. Maintenance, Review and Approval of Policy

The undersigned shall be responsible to own, maintain and update this Policy by engaging with relevant functional units. The Policy shall be reviewed by the Compliance Officer and the policy shall be subsequently put up for final approval before the Board of Directors.

Sd/-	Sd/-
Nehal Goyal (Company Secretary)	Dharmesh R. Sachade (Chief Financial Officer)

The Board of Directors shall review the Policy from time to time to ensure relevance and compliance with the applicable statutory provisions.

3. Objective

The major focus of this Policy is to create archives which provide the evidence required for carrying out daily activities and keeping track of transactions entered into by the Company. The following are the key objectives of this Policy:

- a) To capture and store all relevant records and documents.
- b) To ensure security and verified access to all relevant records and documents.
- c) To preserve the documents or records for legal, administrative and historical purposes.
- d) To dispose the records or documents in accordance with applicable statutory provisions.
- e) To ensure back-up and allow for continuity in the event of a disaster.
- f) To comply with all regulatory and other legal requirements.

Thus, this Policy aims at ensuring creation and management of authentic, reliable and usable archives for accountability purposes and for preservation of the Company’s collective memory.

4. Definitions

- a) **“Archive/ Archiving”** is the process of transferring records to a repository managed by personnel specialized in storing, appraising, conserving and authorizing access to the records entrusted. Archiving allows for future retrieval and use of information. Archiving serves two main functions:
 - i. conserving evidence in case of a legal claim or audit; and
 - ii. preserving the historical memory and proof of an activity.
- b) **“Records/ Documents”** includes and contains all relevant information relating to the Company and necessary documentations required to be maintained under the Applicable Law

5. Archiving of Events or Information

In terms of Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, all events and information’s disclosed to stock exchanges

will be hosted on the website of the Company for a minimum period of eight (8) years after such disclosure to the stock exchanges and thereafter shall be archived for a further period of 3 years. Thereafter, the information/documents may be deleted permanently, unless it is statutorily required to be preserved permanently.

Also, in case of the contents of the Company's website (www.primaplastics.com), all policies, documents and other information not related to any particular period/ event shall be on display till they are replaced by an updated version, thereafter they will be archived.

6. Archival Methodology

The Archives might consist of all the Documents prescribed or maintained as per the Preservation of Documents Policy of the Company and other Documents which are of relevance to the Company in general and the plastics industry in particular. An archival record may be the only copy that exists anywhere. Archival records may be maintained in both the formats viz., physical and electronic form.