

ARCHIVAL POLICY



# HILTON METAL FORGING LIMITED

701, PALM SPRING, PALMCOURT COMPLEX, LINK ROAD,  
MUMBAI – 400064

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### 1. Preface:

Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (effective 1<sup>st</sup> December, 2015), requires every Listed Company to formulate an Archival Policy.

### 2. Definitions:

“Board of Directors” or “the Board” means the Board of Directors of Hilton Metal Forging Limited, as constituted from time to time.

“Company” means Hilton Metal Forging Limited.

“Disclosure Committee” shall mean Key Managerial Persons authorized by the Board of Directors of Company to determine the material events of the Company and disclose about the same to Stock Exchanges accordingly.

“Listing Regulations” means the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015.

“Policy” means this Archival Policy.

“Material Events” means events, as specified in Schedule III to the Listing Regulations from time to time and/or as prescribed and determined in the policy of disclosure of materiality of event, occurrence of which the Company shall make disclosures to stock exchange(s) and host such disclosures on its website.

“Stock Exchanges” means exchanges on which shares of the Company are listed.

### **3. Purpose & Scope:**

Pursuant to Regulation 30 of the Listing Regulations, the Company shall disclose on its website all such events or information which have been disclosed to stock exchanges, and such disclosures shall be hosted and retained on the website of the Company.

### **4. Policy:**

The disclosure of material events shall be hosted and retained on the Company's website for a minimum period of 5(five) years. Thereafter depending upon the nature, materiality, impact and relevance of the material event, the disclosure of such material event can continue to remain hosted on the Company's website for a longer period of time as may be decided by the Disclosure Committee from time to time.

The Company shall disclose all such events to the Stock Exchanges and such disclosures shall be hosted on the website of the Company for a period of 5 years and thereafter the same shall be archived so as to be available for retrieval for a further period of three years by storing the same on suitable media. Thereafter the said information, documents, records may be destroyed as per the policy on preservation of documents.

### **5. Amendments to the Policy:**

Any subsequent amendment(s)/modification(s) in the Listing Regulations and/or other applicable Laws in this regard shall automatically apply to this Policy.

The Chairman & Managing Director / Whole Time Director of the Company is authorized to make such alterations to this Policy as considered appropriate, subject, however, to the condition that such alterations shall not be inconsistent with the provisions of the Listing Regulations.

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### 6. Policy Review:

This Policy shall be subject to review as may be deemed necessary by the Board of Directors and in accordance with any Regulatory Amendments.

Signed:

Sd/-	Sd/-	Sd/-
Mr. Yuvraj Malhotra Chairman & Managing Director	Mr. Navraj Malhotra Whole Time Director	Mrs. Diksha Malhotra Director
Sd/-	Sd/-	Sd/-
Mr. Joseph McKay Director	Mr. Harmohindarsingh Dhingra Independent Director	Mr. Sanjay Jain Independent Director
Sd/-		
Mr. Manoj More Independent Director		

Dated: 11.02.2016