



Policy on Preservation of Documents/Archival Policy

INTRODUCTION

Archiving is the process of collecting portions of the website and ensuring that the collection is preserved in an archive and maintain records required for statutory purposes. Archived data consists of older data that is still important to the organization and may be needed for future reference, as well as documents/information that must be retained for regulatory compliance. To help the capital market participants, the companies should create and store electronic documents on their website (www.vivimedlabs.com).

BACKGROUND

The Securities Exchange Board of India (SEBI), vide its notification dated September 2, 2015, has issued the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015. This regulation came into force from December 1, 2015. This has mandated formulation of an Archival Policy.

OBJECTIVE

The objective of this policy is to ensure compliance with Regulation 30 (8) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as mentioned below:

The listed entity shall disclose on its website all such events or information which has been disclosed to stock exchange(s) under this regulation, and such disclosures shall be hosted on the website of the listed entity for a minimum period of five years and thereafter as per the archival policy of the listed entity.

ARCHIVAL POLICY

In compliance with the aforesaid regulation, the Company will ensure that all the information shall be displayed on the website of the Company for a period of five years from the date of its publication. The aforesaid information which is more than five years old will be archived from the website of the Company and shall be maintained by the Company for a further period of three years using appropriate technology. These archives shall be made available on a written request made to the Compliance Officer of the Company.



REVIEW & AMENDMENT

The Policy shall be reviewed as and when required to ensure that it meets the objectives of the relevant regulation and remains effective. The Management Committee has the right to change/amend the policy at any time at its discretion and the new policy shall be displayed to the stakeholders.