



Incredible Industries Limited

ARCHIVAL POLICY

Date of Original adoption / Revision	Effective date of the Policy
Revised on 14.11.2015	01.12.2015
Revised on 12.11.2024	12.11.2024 (unless otherwise specifically mentioned)

INCREDIBLE INDUSTRIES LIMITED

CIN: L65921WB1979PLC032200

Registered Office: 14, N.S. Road,

Kolkata: 700001



PREAMBLE

Any disclosure of events or information which have been submitted by the Company to the Stock Exchanges under Regulation 30 of the Listing Regulations will be available on the website of the Company for a period of 5 years from the date of its disclosure and shall thereafter be archived from the website of the Company for a period of 3 years.

As a policy on safety of resources, in the event of major incident, the first priority is the safety of the people, followed by immediate action to rescue or prevent further damage to the records. Depending on the immediate threat, emergency response and recovery actions will take precedence over all other Company activities.

OBJECTIVE

Incredible Industries Limited (the “Company”) has formulated this Archival Policy (the ‘Policy’) for ensuring compliance with the provisions under Regulation 30(8) of the Regulations for protection, maintenance and archival of the Events or Information (defined below) disclosed to the stock exchange(s) which are also hosted on its website. Additionally, the Policy shall also include such other Events or Information which are required to be hosted on the website of the Company in terms of other Applicable Laws (defined below) as may be decided by the Authorized Person (defined below).

The Board of Directors at its meeting held on 14th November, 2015 has approved and adopted the policy. This policy will come in force with effect from 1st December, 2015 and subsequently revised by the Board of Directors of the Company at its meeting held on 12th November 2024 with an immediate effect.

Failure to comply with this policy may result in disciplinary action against the employee, including suspension or termination.

Website Updation / Updates to stock exchanges

The Company shall upload the policy on its website www.incredibleindustries.com



CLASSIFICATION

The archival of Events or Information as disclosed or hosted on the website shall be done in the following manner:

- a) Where there is a period for which a Document is required to be archived as per Applicable Law, for the period required by Applicable Law.
- b) Where there is no such requirement as per Applicable Law, then for a period of not less than five years.

AUTHORITY TO MAKE ALTERATIONS TO THE POLICY

The Board is authorized to make such alterations to this Policy as considered appropriate, subject, however, to the condition that such alterations shall be in consonance with the provisions of the Acts and Regulations.

REVIEW

The policy shall be reviewed periodically by the senior Management and amendments effected thereto if and when practical difficulties are encountered subject to approval of the Board of Directors. The senior management may also review the policy on document retention to comply with any local, state, central legislations that may be promulgated from time to time.

INTERPRETATION

In any circumstance where the terms of this policy differ from any existing or newly enacted law, rule, regulation or standard governing the Company, the law, rule, regulation or standard will take precedence over these policies and procedures until such time as this policy is changed to conform to the law, rule, regulation or standard. Any change in the prescribed period of archiving in the Regulations or the other Applicable Laws shall mutatis mutandis apply to the corresponding related Clause of the Policy.