

BHARAT SEATS LIMITED

ARCHIVAL POLICY

1. Background

Regulation 30(8) of the Securities and Exchange Board of India(Listing Obligations and Disclosure Requirements) Regulations, 2015(“Regulations”) requires every listed entity to make available an archival policy on its website. In this context the following policy has been framed by the Board of Directors of the Company.

2. Objectives

Pursuant to Regulation 30(8) of the Regulations, records are to be retained for the period of their immediate use, unless longer retention is required for historical reference, contractual, legal or regulatory requirements or for other purposes as may be set forth below. Records that may be no longer required or have satisfied their required period of retention shall be destroyed as per the procedure prescribed by law.

3. Policy

In line with the Company’s policy on Determination of Materiality of Events and as per SEBI Regulations, the Company shall disclose all such events to the Stock Exchange and such disclosures shall be hosted on the website of the Company for a period of five 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 in on suitable media. Thereafter the said information, document, record may be destroyed as per the policy on preservation of documents.

4. Policy Review

The Policy shall be subject to review by the Board. Any amendment made to the policy as deemed necessary from time to time in accordance with the regulatory requirements or otherwise shall be reported to the Board for approval.

In case of any inconsistency between this policy and the SEBI regulations or Indian regulations, the requirement of the SEBI/ Indian regulations shall prevail.