



PREFACE

The Board of Directors (“the Board”) of Graviss Hospitality Limited (“the Company”) at its meeting held on January 24, 2019 has adopted the Archival Policy (“the Policy”) wef April 01, 2019.

In terms of Regulation 30(8) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“the Listing Regulations”), a listed entity is required to host on the website maintained by the entity, all the material events/information as disclosed to the stock exchanges/s for a period of 5 (five) years and thereafter in terms of the archival policy of such entity as disclosed on the website and therefore, the Company has formulated the Archival Policy (“the Policy”) for ensuring compliance with the said regulations.

AUTHORITY FOR APPROVAL OF POLICY

The Board shall have the authority for approval of this Policy in pursuance to the Listing Regulations. This authority has been granted via the Listing Regulations.

AUTHORITY TO MAKE ALTERATIONS TO THIS POLICY

The Board is authorised 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 applicable acts and listing regulations.



ARCHIVAL POLICY

As per Regulation 30(8) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015:

“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, as disclosed on its website.”

In accordance with the said provisions read with regulation 46 of the Listing Regulations, the Company shall ensure to maintain a functional website containing the basic information of the Company.

The basic information /documents of the Company (**listed in Annexure A**) which are permanent in nature shall be hosted on the website till perpetuity or till the time the Company is listed on the Stock Exchange/s, as may be applicable. The other details/information in the nature of announcements or any other form (**listed in Annexure – B**) filed with the Stock Exchange/s to be disseminated 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 1 (one) year.

The Company shall ensure that the contents of the website are correct. Any update/change in the content of the website to be updated within two working days from the date of such change in content.

This Archival Policy to be disseminated on the website of the Company

ANNEXURE A

| Sr. No. | Information/Documents |
|----------------|---|
| 1 | Details of Company's business |
| 2 | Composition of various committees of the Board of Directors |
| 3 | Code of Conduct of Board of Directors and Senior Management Personnel |
| 4 | Details of establishment of Vigil Mechanism/Whistle Blower Policy |
| 5 | Policy on dealing with Related Party Transactions |
| 6 | Policy for determining "Material" Subsidiaries |
| 7 | Code of Practices and Procedures for Fair Disclosure of Unpublished Price Sensitive Information (UPSI) |
| 8 | The email address and other relevant details for grievance redressal |
| 9 | Contact information of the designated officials of the Company who are responsible for assisting and handling investor grievances |
| 10 | Terms and conditions of appointment of Independent Directors. |
| 11 | Criteria of making payments to Non-Executive Directors |

ANNEXURE B

| Sr. No. | Information/Documents |
|----------------|---|
| 1 | Details of familiarization programmes imparted to independent directors |
| 2 | Financial information including: (i) notice of meeting of the board of directors where financial results shall be discussed; (ii) financial results, on conclusion of the meeting of the board of directors where the financial results were approved; (iii) (iii) complete copy of the annual report including balance sheet, profit and loss account, directors report, corporate governance report etc; |
| 3 | Shareholding Pattern |
| 4 | Outcome of the Board Meeting where financial results shall be discussed |
| 5 | Disclosures made on the website of all such events or information which has been disclosed to the Stock Exchange/s under Regulation 30 of the Listing Regulations and which in the opinion of the board of directors of the company, is material |