

HOTEL RUGBY LIMITED

Archival Policy

Objective:

Objective of this Policy is to provide guidelines to preserve the Company's Records and Documents so to ensure reliability and accessibility of such Documents. Briefly it provides for the manner as well as duration to preserve Company's Documents and Records.

Preservation of Physical Records as well as Electronic Records:

All the documents as well as Records prepared either statutorily or otherwise shall be preserved for such duration and in such manner as provided under the applicable Statute.

The Records and documents shall be maintained in chronological order at such place either under Lock n Key or under any electronic protection, if required, or in such manner as may be decided by the Board or Committee thereof from time to time.

Preservation of data uploaded on Company's Website :

The information relating to the Company disclosed as required by Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, to the Stock Exchange and hosted on the Company's website shall be available on the Company's website for a period of five years from the date of uploading of the same on the website. This policy shall come into effect from March 31, 2016.