

CONTENT ARCHIVING POLICY

1. Background

The website of Colama Commercial Company Limited ("Company"), www.colamacommercial.in/ contains information on its business and operations for information and awareness of stakeholders. The website is regularly updated and certain information and documents are archived periodically so as to be available on the website, whilst simultaneously keeping it crisp and relevant.

Pursuant to Regulation 30(8) of Securities and Exchange Board of India ("**SEBI**") (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended ("**Listing Regulations**"), the content Archival Policy has been framed to provide guidelines for archival of records and documents as statutorily required.

The Board of Directors of the Company, at its meeting held on November 08, 2023 approved this Policy. This Policy will be effective from November 08, 2023

2. Objectives of the Policy

Pursuant to Regulation 30 of Listing Regulations, the Company shall disclose on its website certain events or information prescribed therein to the Stock Exchanges. Such disclosures shall also be made available on the Company's website for certain periods as statutorily required. This Policy shall be disclosed on the Company's website in order to inform the stakeholders to facilitate them to retrieve past information which is of a statutory nature for a period as disclosed in the Policy.

3. Archival of information

The information that is disclosed to the stock exchanges by the Company, as per the requirements of Regulation 30 of the Listing Regulations and the materiality policy of the Company for disclosure of material events, the said information has to be simultaneously disclosed on the website of the Company as well. The information that needs to be archived comprises financial data, press releases, announcements on certain information and events, disclosed by the Company, etc. The Investor's page including the links thereunder, provide access to financial documents/ information which are regulatory in nature such as annual reports and financial results as also information/ data which is relevant to the media, researchers or investors who seek information on the growth of the Company and significant events of the past.

The information as statutorily required under the Listing Regulations shall be hosted on the Company's website for a minimum period of five (5) years and thereafter shall be maintained under the archival section for a further period of atleast five (5) years in the manner as deemed appropriate by the Company.

4. General

In case of any subsequent changes in the provisions of the Listing Regulations or any other regulations which make any of the clauses/ provisions in this policy inconsistent with the Listing Regulations, the provisions of such Regulations shall prevail over this Policy.

5. Amendments

The Company may review and revise the Policy from time to time.