

## ARCHIVAL POLICY FOR MATERIAL EVENTS/INFORMATIONS DISCLOSED TO THE BSE

### 1. Preface

The Board of Directors (the “**Board**”) of Ad-Manum Finance Limited (the “**Company**”) has adopted the following Archival Policy (the “**Policy**”) with regard to the material events or information which are disclosed to the Stock Exchanges, where the securities of the Company are listed (the “**Stock Exchanges**”) under the company’s policy for determination of materiality of events/information in order to comply with the Regulation 30(8) of SEBI (Listing Obligations and Disclosures Requirements) Regulations, 2015 (the “Listing Regulations”).

### 2. Purpose of the Policy

The purpose of the policy is to archive any of the material events or information which are disclosed by the Company to the BSE in term of Company’s Policy for determination of materiality of events/information.

### 3. Archival Requirements

Any event or information which has been disclosed to the BSE by the company under the Company’s Policy for determination of materiality of events/information shall be disclosed on the website of the Company and such disclosures shall be hosted on the website for a minimum period of five years from the date of its disclosure. The disclosed event/information which is over five years old will be removed from the website of the Company.

### 4. Guidelines

Any event or information which has been disclosed to the stock exchanges by the company under the Company’s Policy for determination of materiality of events/information shall be informed to the Secretarial Department (SD) for uploading on the website of Company. SD shall immediately upload such information on the website of company and shall host such information on the website of Company for minimum period of five years from the date of its disclosure and thereafter, the same shall be removed from the website of the Company by the SD.

### 5. Retention of Archived Data

The archived data under this policy shall be retained on the website for such period as may be decided by Director(s) of the Company and the approval and the approval in this regard shall be taken by any director.



**6. Access to the Archived Data**

The contents of archived data under this policy, on the website shall not be accessible, however, anyone intending to review those disclosed event/information may write to Secretarial Department (SD) of the Company.

**7. Amendment**

In case there are any regulatory changes or other changes requiring modification to the Policy, the policy shall be reviewed and amended by the Board of Directors of the Company. However, the amended regulatory requirements will supersede the policy till the time policy is suitably amended.

*By Order of the Board*  
**FOR AD-MANUM FINANCE LIMITED**



**(DHARMENDRA AGRAWAL)**  
**WHOLE-TIME-DIRECTOR & CEO**  
**DIN: 08390936**



*Date: 29/05/2019*

*Place: Indore*