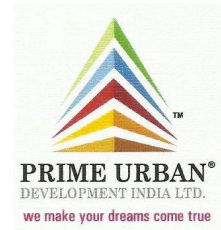


PRIME URBAN DEVELOPMENT INDIA LIMITED

ARCHIVAL POLICY



POLICY ON ARCHIVAL OF DOCUMENTS

1 PREFACE:

The Board of Directors (the “Board”) of Prime Urban Development India Limited (the “Company”) has adopted the following Archival Policy with regard to hosting of information and documents on its website i.e. www.ptlonline.com in terms of Regulation 30(8) of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Listing Regulations) (The Policy).

2 PURPOSE OF THE POLICY:

The Regulation 46(1) mandates every listed company shall maintain a functional website containing the basic information about the company. The purpose of this Policy is to determine periodicity to host information and documents on the Company’s website as required under Regulation 30(8) of the Listing Regulations to be disseminated under various provisions of the Listing Regulations, Companies Act, 2013 and other applicable laws.

3 EFFECTIVE DATE:

This policy shall be effective from 1st December, 2015.

4 INTERPRETATION:

All the words and expressions used in this Policy, unless defined herein, shall have meaning assigned to them under the Act, Listing Regulations, statutory enactments and rules, notifications, circulars issued there under, as amended, from time to time (collectively the “**Statutory Provisions**”).

In case of any conflict between the provisions of this Policy and of Statutory Provisions the Statutory Provisions shall prevail over this Policy. Any subsequent amendment/modification in the Statutory Provisions shall automatically apply to this Policy.

5 DISCLOSURE OF INFORMATION AND DOCUMENTS OF THE COMPANY’S WEBSITE:

The Company shall disseminate the following information and documents on its website and shall host such information and documents on the website at least for time period as mentioned here-in-below and then be shifted in Archives:

Sl. No.	Nature of information/document	To be hosted on the website	In Archives
1.	Details of its business	Permanently, to be updated from time to time.	-
2.	Terms and conditions of appointment of independent directors	Permanently, to be updated from time to time.	-
3.	Composition of various committees of board of directors	Permanently, to be updated from time to time.	-
4.	Code of conduct of board of directors and senior management personnel	Permanently, to be updated from time to time.	-
5.	Details of establishment of vigil mechanism/Whistle Blower policy	Permanently, to be updated from time to time.	-
6.	Criteria of making payments to non-executive directors, if the same has not been disclosed in annual report	Disclosed in Annual Report	-
7.	Policy on dealing with related party transactions	Permanently, to be updated from time to time.	-
8.	Policy for determining 'material' subsidiaries	Permanently, to be updated from time to time.	-
9.	Details of familiarization programmes if any, imparted to independent directors including the following details:		
	(i) Number of programmes attended by independent directors (during the year and on a cumulative basis till date),	5 years	To be kept in Archives for 1 year
	(ii) Number of hours spent by independent directors in such programmes (during the year and on cumulative basis till date),	5 years	To be kept in Archives for 1 year
	(iii) Other relevant details	5 years	To be kept in Archives for 1 year
10.	The e-mail address for grievance redressal and other relevant details	Permanently, to be updated from time	-

		to time.	
11.	Contact information of the designated officials of the listed entity who are responsible for assisting and handling investor grievances	Permanently, to be updated from time to time.	-
12.	Financial information including:		
	(i) notice of meeting of the board of directors where financial results shall be discussed	5 years	To be kept in Archives for 1 year
	(ii) financial results, on conclusion of the meeting of the board of directors where the financial results were approved	5 years	To be kept in Archives for 1 year
	(iii) Complete copy of the annual report including balance sheet, profit and loss accounts, directors report, corporate governance report etc.	5 years	To be kept in Archives for 1 year
13.	Shareholding pattern	5 years	To be kept in Archives for 1 year
14.	Details of agreements entered into with the media companies and/or their associates, etc.	For life time of the agreement	To be kept in Archives for 1 year
15.	Schedule of analyst or institutional investor meet and presentations if any, made by the listed entity to analysts or institutional investors simultaneously with submission to stock exchange	5 years	To be kept in Archives for 1 year
16.	New name and the old name of the listed entity for a continuous period of one year, from the date of the last name change	1 year	To be kept in Archives for 1 year
17.	Copies of advertisements published in Newspapers:		
	(a) notice of meeting of the board of directors where financial results shall be discussed	5 years	To be kept in Archives for 1 year
	(b) Financial results, as specified in regulation 33, along-with the modified opinion(s) or reservation(s), if any, expressed by the auditor.	5 years	To be kept in Archives for 1 year
	(c) notices given to shareholders by advertisement.	5 years	To be kept in Archives for 1 year

			year
18.	Disclosures made on the website of all such events or information which has been disclosed to the stock exchanges under Regulation 30 of the Listing Regulations.	5 years	To be kept in Archives for 1 year
19.	Other information or documents	For their relevant life time	To be kept in Archives for 1 year

6 COMMUNICATION OF THIS POLICY:

This Policy shall be posted on the website of the Company i.e. www.ptlonline.com.

7 AMENDMENT:

Any change in this Policy shall be approved by the Board of Directors of the Company.
