

National Commodity Clearing Limited

Ackruti Corporate Park, 1st Floor, LBS Road, Kanjurmarg (W.), Mumbai-400078.

Archival Policy

Document Management Information

Item	Description
Document No.	NCCL-SECRETARIAL-POL-ARCHIVAL POLICY
Document Title	Archival Policy
Version No.	2
Classification	Public Document
Issue Date	February 7, 2025
Issue Purpose	Policy for preservation and archiving of documents so as to provide a framework for their adequate protection and preservation of documents.

	Document Version	Designation/Committee Name	Date
Created/Updated By	2	Associate Company Secretary	January 14, 2025
Reviewed By	2	Company Secretary	January 21, 2025
To be recommended by	2	--	--
Approved By	2	Board	February 7, 2025

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1	Secretarial	Custodian	R, W
2	--	Need to know basis	R

Document Review History

Ver. No.	Issue Date	Reviewed/Updated By	Description of Changes
1.0	February 1, 2023	Company Secretary	New Document
2.0	February 7, 2025	Company Secretary	Addition of version control and frequency of review of policy

Document Change History

#	Description of Change	Effective Date	Version No.	Reviewed By	Approved By
1.	New Document	February 1, 2023	1.0	Company Secretary	Board
2	Addition of version control and frequency of review of policy	February 7, 2025	2.0	Company Secretary	Board

Note:

1. POL – Policy
2. PRO – Standard Operating Procedure / Procedure

NATIONAL COMMODITY CLEARING LIMITED

ARCHIVAL POLICY

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

OBJECTIVE:

This Policy is framed as per the Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”) which mandates disclosure of all such events or information on its website and such disclosures shall be hosted on the website of the Company for a minimum period of five years and thereafter as per the archival policy of the Company, as disclosed on its website.

EFFECTIVE DATE:

This Policy will be effective from the date of approval of the Board of Directors i.e. February 1, 2023.

POLICY:

- a) The Company shall disclose on its website all such events or information (“disclosures”) which are required to be disclosed to the stock exchanges under Regulation 30 read with Schedule III of the Listing Regulations.
- b) The disclosures shall be hosted on the Company’s website for a period of five years from the date of initial posting.
- c) The disclosures shall thereafter be archived under the heading “Archives” and shall be retained on the Company’s website for a further period of two years, subject to applicable laws, if any.

DISCLOSURE:

This Policy shall be hosted on the website of the Company.

REVIEW:

The Policy shall be reviewed by the Board as and when required and where there are any statutory or regulatory changes necessitating the change in the Policy, the requisite approvals of the Board will be obtained. The Board may review this Policy at such interval as it may deem necessary, however the Board shall review the Policy at least once in every three years and approve the changes, if any.
