



Bateli Tea Co. Limited

POLICY FOR ARCHIVAL OF INFORMATION

PREAMBLE:

Securities Exchange Board of India (SEBI) has notified SEBI (Listing Obligations and Disclosures Requirements) Regulations 2015 (herein after referred as "LODR Regulations") on September 2, 2015 effective from December 1, 2015, which requires formulation of an Archival Policy.

OBJECTIVE:

The objective of this policy is to lay down the rules for archival of all such events and/or information which have been disclosed to stock exchange(s) and hosted on the website of the Company under Regulation 30 of the LODR Regulations.

APPROVAL:

The Policy is reviewed and approved by the Board of Directors at its meeting held on November 14, 2015 effective from December 1, 2015. The Company Secretary and in his absence the Chief Financial Officer or any Director authorised by the Board, as the case may be, shall ensure effective implementation of this Policy.

MONITORING AND REVIEW:

All disclosures made under Regulation 30 of the LODR Regulations by the Company to the Stock Exchange and hosted on the website, shall be kept on the website of the Company for a period of 5 years and thereafter in the archives of the Company for a period of 3 years. A link to go to archives must be made available in the disclosure section where the information is hosted.

AMENDMENT

Company Secretary and in his absence the Chief Financial Officer shall have the power to amend any provisions of this Policy or substitute any of the provisions with a new provision, as and when considered necessary.

The Board of Director shall have the power to replace this Policy entirely with a new Policy, as and when considered necessary.