



GALAXY
CLOUD
KITCHENS
LIMITED

GALAXY CLOUD KITCHENS LIMITED

(Formerly known as Galaxy Entertainment Corporation Limited)

CIN: L15100MH1981PLC024988

ARCHIVAL POLICY



Policy for Archival of Documents of Galaxy Cloud Kitchens Limited (“the Company”)

In terms of the provisions of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 as amended from time to time (“**SEBI Listing Regulations**”), which comes into effect from 1st December 2015, every listed entity shall have a Policy for managing the content on its website for defined time frame and its archival thereafter. In terms of the aforesaid provisions, this Policy has been formulated by the Board of Directors (the “**Board**”) of the Company, which comes into effect from 1st December 2015 and amended from time to time.

Content archival mechanism for Company’s website is defined under this Policy to ensure that all outdated announcements / contents are removed from the website of the Company and moved to archive in accordance with this Policy. This will help website maintenance team in ensuring the proper functioning of the website of the Company.

There would be some content on the website of the Company which would be permanent in nature and for such content it is assumed that the content shall be reviewed on yearly basis or such time frame as decided from time to time unless it is edited / deleted based on requirement. Some of the short lived content such as news and business updates which will not have any relevance on the website after the intended purpose, then such content shall be archived and no longer hosted on the website of the Company.

The content components like announcements, statutory reports, Annual Reports, financial information / results and other disclosures for material events made to the stock exchanges in terms of applicable regulations, shall be hosted on the website of the Company and retained therein for a minimum period of 5 (five) years and thereafter be archived for a period of 1 (one) year. For certain disclosures / event disclosed on the website of the Company, depending upon the nature, materiality and relevance of such information, the disclosure can continue to remain hosted on the Company’s website for a longer period of time.

REVIEW AND AMENDMENTS

Subject to the applicable laws, the Board may amend this Policy from time to time. In the event of any conflict between the provisions of this Policy and the applicable laws, the later shall prevail.
