



# COMMITTED CARGO CARE LIMITED

## Document retention & Archival Policy

### **1. Legal Framework:**

The Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 requires the listed companies to disclose on its website all such events or information which has been disclosed to stock exchange(s) under this regulation and such disclosures as per the archival policy of the listed entity, as disclosed on its website.

### **2. Archival Policy:**

Pursuant to requirement under Regulation 30 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, Committed Cargo Care Limited (the Company) shall disclose on its website all such events or information which has been disclosed to stock exchange(s) for a minimum period of five years and thereafter will be archived for a period of two years.

The disclosures shall thereafter be archived under the heading “Archives” and shall be retained on the Company’s website for a period of two years.

### **3. Access to Archived Disclosures**

The Promoter Directors and the Company Secretary shall have access to all the archived disclosures.

### **4. Effective Date:**

This policy, as approved by the Board of Directors at a meeting held on March 2<sup>nd</sup>, 2023 shall be effective from March 2<sup>nd</sup>, 2023.

### **5. Review and Amendment:**

The Board may amend, modify or revise any all clauses in accordance with the applicable provisions of the listing regulations and amendment thereto notified by the Securities Board of India and/or Stock exchanges, from time to time and such shall be binding on the Company even if it’s beyond the scope of this policy.