

ARCHIVAL POLICY

SQUARE FOUR PROJECTS INDIA LIMITED

Regd. Off: 238A AJC BOSE ROAD, 2ND FLOOR SITE 2B,
Kolkata – 700020, West Bengal

Approved By: Board of Directors

Date: 14th November' 2015

SQUARE FOUR PROJECTS INDIA LIMITED

Archival Policy

PREAMBLE

All listed companies as per Chapter IV Regulation 30 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Equity Listing Agreement has to formulate an archival policy which read as follows:

“The listed entity shall disclose on its website all such events or information which has been disclosed to stock exchange(s) under this regulation , and such disclosures shall be hosted on the website of the listed entity for a minimum period of five years and thereafter as per the archival policy of the listed entity, as disclosed on its website.”

POLICY:

The Company will disclose all such events or information on the website of the company which has been disclosed to Stock exchange for minimum five years and after that as per archival policy.

The archive policy should contain things such as:

1. The criteria for archiving data. There will likely be separate criteria for each data type.
2. The duration for which data will remain in the archive. This can vary for each data type.
3. The mechanisms that will be used to facilitate the archival process.