### ARCHIVAL POLICY

#### 1. Introduction:

Sub-Regulation 8 of Regulation 30 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (effective 1st December, 2015), requires every Listed Company to formulate an Archival Policy.

The Board of Directors ("the Board") of Virdhi Commercial Co. Limited ("the Company") has adopted the following policy and the Board may amend this policy from time to time.

## 2. Purpose & Scope:

Pursuant to the Regulation 30(8) of the Listing Regulations, the Listed Company 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 and retained on the website of the Company for a minimum period of 5 (five) years and thereafter, as per this Policy. This Policy defines the time period for which material events likely to affect the working of the Company be disclosed on the Company's website after the lapse of the aforementioned minimum period of five years.

#### 3. Definitions:

"Board of Directors" or "the Board" means the Board of Directors of Virdhi Commercial Co. Ltd., as constituted from time to time.

"Company" means Virdhi Commercial Co. Ltd.

"Listing Regulations" means the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015.

"Policy" means this Archival Policy.

"Material Events" means events as specified in Schedule III to the Listing Regulations and upon the occurrence of which a listed entity shall make disclosures to stock exchange(s) and host such disclosures on the listed entity's website.

## 4. Policy:

As mentioned above, disclosure of material events shall be hosted and retained on the Company's website for a minimum period of 5(five) years. Depending upon the nature, materiality, impact and relevance of the material event, the disclosure of such material event can continue to remain hosted on the Company's website for a longer period of time as decided by the Chairperson and Executive Director of the Company, from time to time.

Thereafter, the information would be archived under the heading "Past Disclosures" and would be retained on the website for a further period of two years or such further period as may be decided by the Chairman & Managing Director and/ or Joint Managing Director of the Company, from time to time.

# 5. Disclosure:

This Policy will be disclosed on the Company's website www virdhicommercial.net