

HCKK VENTURES LIMITED

ARCHIVAL POLICY

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➤ **INTRODUCTION**

The Securities and Exchange Board of India (SEBI), vide its notification dated September 02, 2015 has issued the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015. The Regulation 30(8) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 mandates the Company to formulate an Archival Policy. It is in this context that the Policy on Archival of Documents is being framed and implemented by HCKK Ventures Limited.

➤ **OBJECTIVE OF THE POLICY**

(i) To comply with Regulation 30(8) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015,

(ii) To ensure retention and archival of Data/Contents/information/documents hosted on the Investor Relations page of the website which will remain on the hckkventures.com website for a period of 5 years and then will be archived.

➤ **APPLICABILITY:**

This policy is applicable for archival of all those documents which are available on the HCKK Ventures Limited website.

➤ **SCOPE:**

The policy covers archival of all Events or Information which has been disclosed to Stock Exchange(s) and hosted on the website of the Company in accordance with SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and the Applicable Laws.

➤ **DEFINITIONS**

“BOARD” means the Board of Directors of **HCKK VENTURES LIMITED**

“ARCHIVE” A collection of historical documents or records providing information accumulated over the course of organization’s lifetime.

“ARCHIVES” It is referred to a repository where the records are kept.

“COMPANY” means **HCKK VENTURES LIMITED**

“POLICY” means Archival Policy of Hckk Ventures Limited, as amended from time to time.

“LISTING REGULATIONS” means the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (including any amendments thereof).

“STOCK EXCHANGE” means BSE Limited, where the equity shares of the Company are listed.

➤ **POLICY:**

- (i) The Company shall disclose on its website www.hckventures.com under ‘Investor relations’ section all such material events or information/ disclosures , which are required to be disclosed to the stock exchange under regulation 30 read with schedule –III of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.
- (ii) The disclosures made to the stock exchange shall be hosted on the Company’s website for a period of five years from the date of initial posting.
- (iii) The disclosures shall thereafter be archived under the heading “Archives” and shall be retained on the Company’s website for such period as may be decided by the Board of Directors from time to time.
- (iv) Records should be stored in the conditions that are clean and secure with low risk of damage from fire, water dampness, mould, insect etc. Records in non paper formats requires specialized storage condition and handling process with higher quality storage and preservation for the required period.

➤ **REVIEW OF POLICY:**

The Board shall review, and if found necessary, may amend this Policy from time to time.
