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ARCHIVES MANAGEMENT POLICY

PURPOSE

The purpose of this policy is to establish the framework needed for effective records management at SIEL. This policy provides advice to SIEL employees on the creation and use of records, and sets standards for classifying, managing and storing those records. It therefore provides a framework for the management of information consistent with the Strategic Plan.

The Company has a substantial volume of records relating to its staff, finances and other activities. In order to efficiently conduct its business, the storage, retrieval and management of these information reserves is a significant issue.

A good record keeping program is fundamental to the Company's commitment to administrative transparency and accountability. It enables the Company to account for decisions and actions by providing essential evidence in the form of records and ensures the preservation of the collective memory of the Company.

This policy seeks to ensure that the Company's business is adequately documented through the creation of records that are then managed in accordance with best practice.

DEFINITIONS

Appraisal the process of evaluating business activities to determine which records need to be captured and how long the records need to be kept, to meet business needs, the requirements of organisational accountability and community expectations.

Archive the whole body of records of continuing value of an organisation or individual. Sometimes called 'corporate memory'.

Archives those records that are appraised as having continuing value.

Business activity umbrella term covering all the functions, processes, activities and transactions of an organisation and its employees.

Disposal a range of processes associated with implementing appraisal decisions. These include the retention, deletion or destruction of records in or from record keeping systems. They may also include the migration or transmission of records between record keeping systems, and the transfer of custody or ownership of records.

Electronic records records communicated and maintained by means of electronic equipment.

Evidence information that tends to prove a fact. Not limited to the legal sense of the term.

Information systems organised collections of hardware, software, supplies, policies, procedures and people, which store, process and provide access to information.

Record keeping making and maintaining complete, accurate and reliable evidence of business transactions in the form of recorded information.

Record keeping systems information systems which capture, maintain and provide access to records over time.

Records records information in any form including data in computer systems, created or retrieved and maintained by an organisation or person in the transaction of business or the conduct of affairs and kept as evidence of such activity.

BACKGROUND

SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Regulations") requires every Listed Company to make available an Archival policy on the website. In this context, the following policy has been framed by the Board of Directors ("Board") of Superior Industrial Enterprises Limited. Godrej at its meeting held on February 08, 2016.

ARCHIVAL POLICY

In line with SIEL's Policy on Determination of Materiality of Events and as per the Regulations, the Company shall disclose all such events to the Stock Exchanges and such disclosures shall be hosted on the website of the Company for a period of 5 years and thereafter the same shall be archived so as to be available for retrieval for a further period of three years by storing the same on suitable media. Thereafter the said information, documents, records may be destroyed as per the policy on preservation of documents.

By Order of Board



Neha Sarpal

Company Secretary & Compliance Officer