



Gem Aromatics Limited

(Formerly Known as Gem Aromatics Pvt. Ltd.)

Manufacturers & Exporters of Essential Oils & Aromatics Chemicals

Registered Office: A/410-411, A-Wing, Kailash Ind. Complex, Powai Vikhroli link Rd,
Vikhroli West, Mumbai-400079. Maharashtra, India,

Tel No: +91-25185231/25185931 CIN: U24246MH1997PLC111057

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GEM AROMATICS LIMITED

(formerly known as Gem Aromatics Private Limited)

POLICY ON WEB ARCHIVAL OF INFORMATION DISCLOSED TO STOCK EXCHANGES

Corporate Office: A/503, Kailash Ind. Complex, Powai Vikhroli link Rd, Vikhroli (W), Mumbai, Maharashtra, India, Pin # 400079.

Facility 1: Plot No 2, Survey No.16/4/2, Near Alok Industries, Village Rakholi, Silvassa, Dadra & Nagar Haveli, Pin # 396230.

Facility 2: Khasara No 8,9,10,126, Village Gathona, Ujhani Budaun Road, District: Budaun, UP, India, Pin # 243639.

E-mail: vparekh@gemaromatics.in **Web:** www.gemaromatics.in



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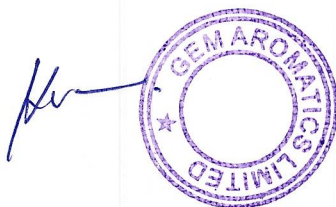
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1. Preface:

Regulations 30(8) the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended, (hereinafter referred to as the “**Listing Regulations**” requires all listed Companies to host all the disclosures of events and other information, which have been disclosed to stock exchanges under the Listing Regulations, on its website for a minimum period of five years. Further, the Listing Regulations provide that after a period of five years the said disclosures be maintained as per the web archival policy of the concerned company.

2. Policy Objective:

To define principles and guidelines for ensuring protection, maintenance and archival of Gem Aromatics Limited (*Erstwhile/formerly known as Gem Aromatics Private Limited*) (“**the Company**”) disclosures, documents and records that are placed on the website viz., www.gemaromatics.com

3. Disclosed Event/Information:

The events or information which have been disclosed by the company to National Stock Exchange of India Limited and BSE Limited (hereinafter collectively referred to as “**Stock Exchanges**”) in accordance with the Listing Regulations shall be available on the Company’s website for a period of five years from the date of its hosting on its website. Upon expiry of period of five years from the date of such disclosures being hosted on the website of the Company, the disclosed event or information will be archived as per this policy.

4. Archival and Preservation of Disclosed Events/Information:

The disclosed events/information on the website of the Company will be reviewed on an ongoing basis. All disclosed events/information on the website of the company would be moved to an archival folder after a period of five years from the date on which such events/information are put up on the website. The archived folder would be available for a period of five years.

After the expiry of five years from the date of transfer of the respective documents to Archival folder, all such disclosures/announcements will be removed from the website of the company.

The Company may use the services of an external vendor with appropriate experience and infrastructure in this regard.





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5. *Amendment:*

In case of any subsequent changes in the provisions of the Listing Regulations or any other applicable law which makes any of the clauses/provisions of this policy inconsistent with the Listing Regulations, the provisions of such law will prevail over this policy. Any subsequent amendment/ modification in the statutory provisions shall be carried out with the approval of the Board of Directors of the Company.

