

LAKE SHORE REALTY LIMITED

ARCHIVAL POLICY

1. **BACKGROUND:**

Pursuant to Regulation 30(8) and Regulation 46 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, all listed companies are required to host on its website various information required under the SEBI Listing Regulations and such disclosures shall be hosted on the website of the listed entity for a minimum period of five (5) years and thereafter as per the archival policy of the listed entity, as disclosed on its website, this Archival Policy (the "**Policy**") has been framed to provide guidelines for archival of records and documents.

2. **SCOPE:**

The Policy covers all events or information which has been disclosed to BSE Limited (the Stock Exchange) and hosted on the Company's website in accordance with the SEBI Listing Regulations.

Other contents displayed / hosted on the Company's website shall be out of purview of the Policy and can be archived / deleted as per the requirement of the content and the SEBI Listing Regulations or other applicable law.

3. **OBJECTIVE:**

The objective of the Policy are as follows:

- (a) Identification of information, documents, events, etc. which are required to be disclosed on the website of the Company;
- (b) Ensuring that all the information is disclosed at the relevant time and with proper link, and to maintain unanimity every time;
- (c) Ensuring that all the information/ documents/ events disclosed on the website of the Company, unless otherwise specified under the Companies Act, 2013, shall remain on the website for the period of five (5) years from the date of disclosure of such information/ documents/ events;
- (d) Ensuring that after completion of five (5) years from date of disclosure of the respective documents/ information/ events, same should be moved to the respective archives folder on the website of the Company;
- (e) Ensuring that documents/ information/ events which are required to be uploaded on the website of the Company for a particular period, shall be deleted after the due date without movement in archives folder; and
- (f) Ensuring that certain documents like policies of the Company, codes of conduct and other documents which are required to be continuously displayed on the website, shall not be archived.

4. DEFINITIONS:

- 4.1 "Board" means the board of directors of the Company.
- 4.2 "The Company" means Lake Shore Realty Limited.
- 4.3 "The Policy" means the Archival Policy.
- 4.4 "The Act" means the Companies Act, 2013.
- 4.5 "The SEBI Listing Regulations" means Securities and Exchange Board of India (SEBI) (Listing Obligations and Disclosure Requirements) Regulations, 2015.

5. POLICY:

The required documents, information, disclosures, notices, policies as provided under the SEBI Listing Regulations and the Companies Act, 2013, and the rules framed thereunder as amended ("The Act"), which are required to be disclosed on the website, shall be uploaded on the website of the Company. The website of the Company shall be reviewed on regular intervals for ensuring that all the above-mentioned disclosures are available on the website of the Company, as required.

The required disclosures, unless otherwise mentioned in The Act itself, shall be hosted on the website for a minimum period of five (5) years and thereafter shall be moved/ transferred to archives folders under the respective heads/ sub-folders, in a way so that these can be searched easily as and when required by any person.

The documents/ disclosures shall be kept in the archive folders for a further period of at least five (5) years in the manner as deemed appropriate by the Company.

6. REVIEW:

The Board of the Company shall have the right to review or amend this Policy from time to time so that the Policy remains complied with applicable legal requirements.

7. AMENDMENT(S):

The Policy may be amended, modified or supplemented from time to time to ensure compliance with any modification, amendment or supplementation to the SEBI Listing Regulations and / or other applicable laws or as may be otherwise prescribed by the Board from time to time.

Any subsequent amendment, modification or supplementation to the Policy shall be effective from the date of approval of Board, unless specified otherwise.

8. CONFLICT:

In the event of any conflict between the Policy and the extant SEBI Regulations and / or other applicable law, the SEBI Regulations and / or other applicable law shall prevail.

9. **DISCLOSURE ON WEBSITE:**

The policy shall be continuously hosted on the website of the Company after the approval of the Board of Directors and after every amendment/ updating thereof.

10. **EFFECTIVE DATE:**

The Policy has come into effect from the date of listing of equity shares of the Company on the stock exchange.

The amended Policy has been duly approved by the Board of Directors of the Company at its meeting held on 23rd May, 2026.