



## **Policy on Archival of Documents**

*[Effective Date: 05.11.2016 Last Amended Date: 10.05.2025]*

### **1. PREFACE**

In the present digital world, companies create and store electronic documents and information on their websites. The website is a single domain that consists of different web pages within the domain or sub-domains that convey information about the business carried out by the company. This Policy shall be effective from 01<sup>st</sup> December, 2016.

### **2. PURPOSE**

The events or information of the Company disclosed to the stock exchanges (the “Disclosed Information”) where the securities of the Company are listed, shall be disclosed on the website of the Company i.e. [www.highenergy.co.in](http://www.highenergy.co.in) (the “Website”) and shall be hosted on the Website for a minimum period of five (5) years from the date of each such disclosure (“**Mandatory Hosting Period**”).

### **3. APPLICABILITY**

This Policy is applicable to all such events or information which has been disclosed to stock exchange(s) under Regulation 30 (8) of SEBI (LODR), 2015 and such other disclosures shall be hosted on the website of the listed entity for a minimum period of five years and thereafter as per the archival policy of the listed entity, as disclosed on its website.

Further, this policy administers all information having bearing on the performance/operation of the listed entity, price sensitive information or any action that shall affect payment of interest or dividend and such other disclosures made under in Part B, Part E of Schedule III, SEBI (LODR).

#### **4. DEFINITION**

All the words and expressions used in this Policy, unless defined herein, shall have meaning assigned to them in the Companies Act, 2013, Rules made thereunder, SEBI-LODR and other applicable statutory enactments (collectively, the “**Statutory Provisions**”), as the case may be, as amended, from time to time.

#### **5. OBJECTIVES**

The Board of Directors of High Energy Batteries (India) Limited (the “Company”) has adopted this policy (the “Policy”) for the archival of documents of the Company in accordance with and to comply with the provisions of the SEBI (Listing obligations and Disclosure Requirements) Regulations, 2015 (“LODR” , “Listing Regulations”).

#### **6. POLICY DETAILS & PROCEDURES**

##### **6.1. ARCHIVING OF DOCUMENTS HOSTED ON COMPANY’S WEBSITE**

Beyond the Mandatory Hosting Period, the Disclosed Information shall be archived for such other additional period as may be required considering the requirement of various statutes, law, regulations etc. and other legal & administrative aspects (the “Archival Period”).

Disclosed Information shall not be deleted or destroyed or purged from the Website or from the archival without the prior written approval of any one of the Key Managerial Personnel of the Company, appointed under the Companies Act, 2013.

##### **6.2. DISCLOSURE**

Pursuant to Regulation 46 of SEBI (LODR), this Policy shall be disclosed on the Website of the Company <https://www.highenergy.co.in/>

##### **6.3. INTERPRETATION**

In case of any conflict between the provisions of this Policy and of statutory Provisions, the statutory Provisions shall prevail over this Policy. Any subsequent amendments modification in the Statutory Provisions shall automatically apply to this Policy.

For any clarification required with respect to this Policy, the Company Secretary may be contacted.

#### **6.4. WEBHOSTING**

High Energy Batteries (India) Limited's website is hosted on the domain [www.highenergy.co.in](http://www.highenergy.co.in).

The website provides reliable information to describe the business. The information hosted on the website is updated on a regular basis depending on the requirements of the company's businesses. Besides it contains information relevant to investors including financial updates and governance driven disclosures.

Although web pages are frequently updated, the Company also archives certain types of documents and information to serve as a historical record for the Company.

#### **6.5. OBLIGATIONS OF RELEVANT EMPLOYEES AND AUTHORIZED PERSON FOR DISCLOSURE**

This policy and Material events or information as stipulated under Para A and B of Part A of Schedule III of the SEBI-LODR is circulated to Senior Management Personnel (SMP) of the company, who are being considered as relevant employees for purpose of this Policy. Any event or information requiring disclosure in terms of SEBI-LODR or as per this Policy shall be brought to the notice of the authority under Para 6.3 forthwith by the concerned SMP upon occurrence with adequate supporting data/ information, to facilitate prompt and appropriate disclosure thereof to the Stock Exchanges.

#### **6.6. INTERPRETATION**

In case of any conflict between the provisions of this Policy and of Statutory Provisions, the Statutory Provisions shall prevail over this Policy. Any subsequent amendment/ modification in the Statutory Provisions shall automatically apply to this Policy.

In case of any clarification required with respect to this Policy, the Company Secretary may be contacted.

#### **7. REVIEW AND AMENDMENT**

The Policy shall be reviewed as and when required to ensure that it meets the objectives of the statutory provisions and remains effective. This Policy shall be reviewed periodically and may be amended by the Board, as may be deemed necessary. On any amendment of the Policy, the same will be published on the Company's website.

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