

WARREN TEA LIMITED

THE ARCHIVAL POLICY

[Pursuant to Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015]

The Board of Directors of Warren Tea Limited ("the Company") in pursuance to the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations"), has adopted the Archival Policy for the Company as it recognizes the need for proper, sufficient and timely disclosure of relevant information for the use of all Stakeholders.

The Policy is based on the principle that information is one of the Company's most valuable assets and must be disseminated in an objective manner.

I. Obligations:

- 1) The Company shall maintain a functional website containing the basic information about the Company.
- 2) The Company shall ensure that the contents of the website are correct.
- 3) The Company shall update any change in the content of its website within two working days from the date of such change in content.
- 4) The Company shall disclose on its website all such events or information which has been disclosed to stock exchange(s) under Regulation 30 of the Listing Regulations, and such disclosures shall be hosted on the website of the Company for a minimum period of five years and thereafter the information will be removed from the website during the next financial year unless otherwise decided by the Board of Directors of the Company.

II. The Company shall disseminate the following information on its website:

- A. On a permanent basis, unless otherwise specified by further Regulations/ Statutes:
 - a) Details of its business;
 - b) Terms and conditions of appointment of independent directors;
 - c) Composition of various committees of Board of Directors;
 - d) Code of conduct of Board of Directors and senior management personnel;
 - e) Details of establishment of vigil mechanism/ Whistle Blower policy;
 - f) Criteria of making payments to non-executive directors , if the same has not been disclosed in annual report;

- g) Policy on dealing with related party transactions;
 - h) Policy for determining 'material' subsidiaries, if any;
 - i) Policy on Determination of Materiality of events/ information;
 - j) Archival Policy;
 - k) Email address for grievance redressal and other relevant details;
 - l) Contact information of the designated officials of the Company who are responsible for assisting and handling investor grievances;
- B. For a period of five years and thereafter the information will be removed from the website during the next financial year unless otherwise decided by the Board of Directors of the Company:
- a) Details of familiarization programmes imparted to independent directors including the number of programmes attended and number of hours spent in such programmes by independent directors (during the year and on a cumulative basis till date) and other relevant details.
 - b) Financial information including:
 - notice of meeting of the Board of Directors where financial results shall be discussed;
 - financial results, on conclusion of the meeting of the Board of Directors where the financial results were approved;
 - complete copy of the annual report including balance sheet, profit and loss account, directors report, corporate governance report etc;
 - c) Shareholding pattern
 - d) Schedule of analyst or institutional investor meet and presentations made by the Company to analysts or institutional investors simultaneously with submission to stock exchange
 - e) Items to be published in the newspaper in accordance with sub-regulation (1) of regulation 47 of the Listing Regulations.
- C. For a continuous period of not less than one year, the new name and the old name of the Company from the date of the last name change, if any as may be decided by the Board of Directors of the Company.

(Approved by the Board of Directors at its meeting held on 12th November 2015)

S K Ghosh
Managing Director