

ARCHIVAL POLICY

Introduction:

Aether Industries Limited (referred to as 'Company') is mainly engaged in business of manufacturing basic cum specialty chemicals along with research and development activities.

Company values integrity, commitment, standards and ethics and also believes that such principles and standards govern the behavior of the Company and its' employees. High moral and ethics are always essential for long term achievements and vision of the Company.

Preamble:

There are several documents and records in any format, by whatever name it may be called, which are the significant and material one in nature, required to be maintained preserved.

To identify such documents and records to be preserved and archived, the Policy is formed.

This Policy involves the systematic identification, categorization, maintenance, review, retention, and destruction of documents received or created in the course of business and also, how the documents and when the documents should be disposed of when no longer required, how should be accessed and retrieved as and when required.

Statutory requirement:

This Policy shall observe and comply with the provisions of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 as amended.

The Policy is approved by the Board and reserves the right to amend from time to time as and when required.

Documents to be preserved for permanently:

Notwithstanding anything contained in the SS-1 and SS-2, below documents shall be maintained and preserved permanently:

- Annual Returns
- Financial Statements
- Minutes of the Members' and Board Meetings
- Disclosure made under various provisions to the Stock-Exchange from time to time
- Agreements with Shareholders
- Letter of Offer

- Any other document which the Board may think fit and necessary

Documents to be preserved for not less than eight years:

- Various notices / intimations amde by the Company to the Stock-Exchanges
- Book Closure and Record Keeping dates
- Quarterly, half-yearly and annual financial results
- Quarterly share-holding pattern
- Results of voting
- Document for any price-sensitive information
- Dividend particulars
- Complaints received and resolved by the Company
- Various Reports
- Any other document which the Board may think fit and necessary

Disposal of the documents:

Disposal of documents after said period of 8 (eight) years (whose preservation shall not be permanent in nature) shall be done in the presence of Authorized person in method prescribed by Board of Directors. Before disposing a soft copy shall be taken for the record.

Amendments:

The Board shall have the power to review and amend any of the provisions of this Policy, substitute any of the provisions with a new provision or replace this Policy entirely with a new Policy as and when they feel required.