

ADVANCED SYS-TEK LIMITED

ARCHIVAL POLICY

Effective Date: 11.09.2024

1. Background

Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations") refers to an archival policy as per which, all events or information which has been disclosed to stock exchange(s) under Regulation 30(8) of the Listing Regulations shall be hosted on the website of Limited (the "Company") for a minimum period of five years and thereafter as per the archival policy of the Company, which will be disclosed on its website i.e. **www.advancedsystem.com**.

This Policy shall come into effect from **11th September, 2024**.

2. Purpose

The purpose of this document is to formulate a policy for archival of the disclosures made on the website for information and events communicated to the stock exchanges under Regulation 30 of the Listing Regulations.

3. Definitions

"Applicable laws" means securities laws defined under Regulation 30(8) of the Listing Regulations and other laws and statutes applicable to the Company, mandating preservation of documents.

"Board" means board of directors of the Company as constituted from time to time.

"Company" means Advanced Sys-tek Limited.

"Company Secretary and Compliance Officer" means the company secretary and compliance officer appointed by the Board.

"Document/s" includes all papers, documents, agreements, filings, forms, memos, correspondences, records, files, books, etc., of the Company in physical or electronic forms.

“Managing Director” means the managing director appointed by the Board and the shareholders of the Company.

“Effective Date” means the date on which such Policy shall become effective i.e. 11th September, 2024.

“Policy” means this policy on archival of the disclosures made for on the website for information and events communicated to stock exchanges formulated by the Company.

4. Archival Process

- i. All the relevant disclosures of information and events communicated to the stock exchanges under Regulation 30 of the Listing Regulations will be hosted on the website of the Company under the section entitled “Investor Relations” for a period of five years and thereafter the same shall be archived so as to be available for retrieval for such period as may be decided by the Managing Director of the Company.
- ii. Subsequently, anyone intending to review archived information and events communicated to the stock exchanges may write to the Company Secretary and Compliance Officer of the Company.
- iii. This policy will be periodically reviewed and amended based on any changes in the laws, rules and regulations applicable to the Company from time to time or changes in internal processes.
- iv. Adoption of this policy shall be communicated to the stock exchange(s) where the Company’s equity shares are listed. This policy shall also be disclosed on the website of the Company.
- v. This policy shall also be disclosed on the website of the Company.

5. Review and Amendments

(1) This Policy will be reviewed annually by the Board. Any modifications or improvements will be accordingly incorporated in the Policy.

(2) This Policy is intended to be in conformity with the Listing Regulations as on the date of its adoption. However, if due to subsequent modifications in the Listing Regulations or any other applicable law, a provision of this Policy or any part thereof becomes inconsistent with

the Listing Regulations or any other applicable law, then the provisions of such laws, as modified, shall prevail.

(3) Notwithstanding the foregoing, the Managing Director & Chief Executive Officer is authorised to make appropriate changes in the policy as she/he may deem expedient taking into account the law for the time being force. Such modifications shall be reported to the Board for ratification.

(4) Any changes in the applicable mandatory regulatory provisions shall automatically be treated as part of this Policy.

Sd/-

Shirish M. Adi
Managing Director
DIN: 03259129