



DOCUMENT RETENTION & ARCHIVAL POLICY

under regulation 30(8) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015

1. Background

The Securities and Exchange Board of India ("SEBI") vide its notification dated 2nd September, 2015 issued Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("**LODR Regulations**"). The regulation came in to force w.e.f. 1st December, 2015 the content Archival Policy has been framed to provide guidelines for archival of records and documents as statutorily required.

2. Objective of the Policy

Pursuant to Regulation 30 of the Listing Regulations, the Company shall disclose on its website certain events or information prescribed therein to the Stock Exchanges. Such disclosures shall also be made available on the Company's website for certain periods as statutorily required. This Policy shall be disclosed on the Company's website www.ujaas.com in order to inform the stakeholders to facilitate them to retrieve past information which is of a statutory nature for a period as disclosed in the Policy.

3. Archival of Information

The information that needs to be archived under regulation of 30(8) of the Listing Regulation comprises Financial Data, Press Releases, Announcements on certain information and events, disclosed by the Company under the said regulation 30. The Investor's page including the links thereunder, provide access to financial documents/ information which are regulatory in nature such as annual reports and financial results as also information/ data which is relevant to the media, researchers or investors who seek information on the growth of the Company and significant events of the past.

The information as statutorily required under the said regulations shall be hosted on the Company's website for a minimum period of five (5) years and thereafter maintained this information under the archival section for a further period of atleast

five (5) years in the manner as deemed appropriate by the Company.

4. General

In case of any subsequent changes in the provisions of the Listing Regulations or any other Regulations which make any of the clauses/provisions in this Policy inconsistent with the Listing Regulations, the provisions of such Regulations shall prevail over this Policy.

5. Amendments

The Company may review and revise the Policy from time to time.

This policy deals with the retention and archival of corporate records of Ujaas Energy Limited and all its subsidiaries. (hereafter referred as the Company) documents is to The Company's website www.ujaas.com contains information on its business and operations for information and awareness of stakeholders. The website is regularly updated and certain information and documents are archived periodically so as to be available on the website, whilst simultaneously keeping it crisp and relevant.