

**MERCURY TRADE LINKS LIMITED**

**POLICY ON ARCHIVAL OF DOCUMENTS**

**TITLE:**

This Policy shall be called ‘Archival Policy’.

**OBJECTIVE:**

- a. This Policy is framed in accordance with the requirement under Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (including any amendments thereof).
- b. The Company is required to disclose the policy on its website.

**DEFINITIONS:**

- a. “Board” means the Board of Directors of Mercury Trade Links Limited.
- b. “Company” means Mercury Trade Links Limited.
- c. “Policy” means this Policy, as amended from time to time.
- d. “Listing Regulations” means the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (including any amendments thereof).

**POLICY:**

- (a) The disclosures made to the stock exchanges shall be hosted on the Company’s website for a period of five years from the date of initial posting.
- (b) The disclosures shall thereafter be archived under the heading “Archives” and shall be retained on the Company’s website for such period as may be decided by the Manager/ Company Secretary from time to time, subject to applicable law.

**AMENDMENTS:**

The Board reserves the right to amend or modify this Policy in whole or in part, at any point of time. In any circumstance where the terms of this policy differ from any existing enacted law, rule, Regulation or standard governing the Company, the law, rule, Regulation or standards will take precedence over these policies and procedures until such time as this policy is changed to conform to the law, rule, regulation or standard.