



# WEBSITE ARCHIVAL POLICY

## **POLICY STATEMENT**

The Company is committed to establish and maintain information that meets its business needs, accountability requirements and stakeholder expectations.

Through this Archive Policy, the Company aims to have a central archive for historical records with permanent value. The Policy would provide a strong historical background to the organization and governance, its major developments, achievements and relationship with stakeholders.

## **DEFINITION**

i. **“Company”** means **Liberty Shoes Ltd.**

ii. **“Board”** means the Board of Directors of **Liberty Shoes Ltd.** ;

iii. **“Policy”** means this Website Archival Policy

iv. **“Record”** is any recorded or disclosed information or event or in any format or medium that has been created by or for the Company, or received by the Company in connection with the organization’s affairs and operations

v. **“Website”** means **www.**

## **PURPOSE OF THE POLICY**

The Securities and Exchange Board of India, (Listing Obligations and Disclosure Requirements) Regulations, 2015 requires every listed company to have a policy on archival of information and events disclosed on its website.

This Policy emphasizes on the importance of preservation of disclosures hosted on the website of the Company for historical purposes. The Policy has been framed with an objective of maintenance of the

Company's historical data and records hosted on the website at one place, in known locations for making it accessible to staff, shareholders of the Company and other stakeholders.

## **OBJECTIVE OF THE POLICY**

Through this Policy, the Company seeks to preserve and manage the information or events posted on its Website in a consistent and logical manner to achieve the below mentioned objectives:

- to meet the legal standards for protection, storage, and retrieval of information or events
- to use the space on the website efficiently; and
- to minimize the cost of record retention;

## **SCOPE OF INFORMATION IN ARCHIVE**

Every kind of information or event which is disclosed to stock exchange and posted on the Website and such information or event which is mandated to be disclosed on the website as per the provisions of applicable statutes, rules and regulation shall be preserved in the Archive section provided on the Website. Any kind of information or event which is of significant and enduring value as per the management of the Company shall be made available in the Archive section.

The information or event as disclosed aforesaid on the website shall be collectively called as "Records"

## **TIMELINES**

The Company's Record(s) shall be moved at the Archives section on the website of the Company after 5 years, from the time when the said Record(s) were hosted on the Company's website. The Record shall be moved in the Archive section of website within a period of 30 days after the expiry of the aforesaid mentioned 5 years and thereafter the same shall be archived so as to be available for retrieval for a further period of three years by storing the same on suitable media. Thereafter the said information, documents, records may be destroyed as per the policy on preservation of documents.

#### **AUTHORITY & RESPONSIBILITY**

It shall be the responsibility of the Webmaster managing the Website of the Company or such other person, as designated by the Board of Directors of the Company, to keep on updating the Archive section on the Website from time to time, by placing the Records therein. The authorized person shall submit a statement as to the Records moved in the Archive section of the Website, on half yearly basis to the company secretary of the Company for placing the same before the Board.

#### **EFFECTIVE DATE**

This Policy was approved by the Board of Directors and shall be effective from 1<sup>st</sup> day of December, 2015.

#### **REVIEW**

This Policy shall be subject to review from time to time by the Board as may be deemed necessary and in accordance with any regulatory amendments.