

SANGHVI MOVERS LIMITED

ARCHIVAL POLICY

**APPROVAL DATE:
FEBRUARY 5, 2016**

Introduction

The Board of Directors of Sanghvi Movers Limited (the "Company") has adopted this policy (the, "Policy") for the archival of documents of the Company in accordance with, and to comply with the provisions of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ('Listing Regulations').

This Policy shall be effective from 05th February 2016.

Definitions

All the words and expressions used in this Policy, unless defined herein, shall have meaning assigned to them in the Companies Act, 2013, rules made thereunder, Listing Regulations and other applicable statutory enactments (collectively, the 'Statutory Provisions'), as the case may be, as amended, from time to time.

Objective

The objective of this Policy is to ensure that the documents/records required to be prepared and disclosed to the stock exchanges pursuant to the Listing Regulations, whether physically or in electronic form be preserved for a minimum period of 8 years from the date of completion of relevant transaction.

Further, if any other applicable law requires the preservation of any of these Listing Records for a longer period or permanently, then those shall be preserved / maintained accordingly.

Archiving of documents hosted on the company's website

The events or information of the Company disclosed to the stock exchanges (the "Disclosed Information") where the securities of the Company are listed, shall be disclosed on the website of the Company i.e. www.sanghvicranes.com (the "Website") and shall be hosted on the Website for a minimum period of five (5) years from the date of each such disclosure ("Mandatory Hosting Period").

Beyond the Mandatory Hosting Period, the Disclosed Information shall be archived for such other additional period as may be required considering the requirement of various statutes, law, regulations etc. and other legal and administrative aspects (the "Archival Period").

No Disclosed Information shall be deleted or destroyed or purged from the Website or from the archival without the prior approval of any one of the Key Managerial Personnel of the Company, appointed under the Companies Act, 2013.

Right to Access or Retrieve

The Managing Director shall have the right of access to the Listing Records.

Dissemination of Policy

This Policy shall be hosted on the website of the Company.

Amendment

The Board of Directors shall alter, amend or modify the clauses of this Policy from time to time in line with the requirement of the SEBI Regulations, Guidelines or any other rules, regulations etc., as applicable.