



**WINDSOR  
MACHINES  
LIMITED**

(CIN: L99999MH1963PLC012642)

**POLICY ON  
ARCHIVAL OF DOCUMENTS**

**REGISTERED OFFICE:**

102/103, Devmilan Co. Op  
Housing Soc., Next to Tip Top  
Plaza, L.B.S. Road Thane West,  
Maharashtra -400604.

## 1. PREAMBLE:

This Archival Policy for material event/material information disclosed to the stock exchanges ("Policy"), as per Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015("LODR Regulations"), outlines the methodology for the archival of material events/ material information that have been disclosed to the stock exchanges by Windsor Machines Limited. ("Company").

## 2. DEFINITIONS:

"Board" means the Board of Directors of Windsor Machines Limited.

## 3. POLICY:

### I. Submissions made to Stock Exchanges:

- Documents submitted to stock exchanges for dissemination to stakeholders will be retained on the website of the Company for a minimum period of five years or such higher period as may be prescribed by any applicable laws. The Document may thereafter be shifted to the Archive Section of the website, where it shall be retained for such as may be decided by the Company Secretary in consultation with CEO/ ED, after which it may be removed from the website.

### II. Other information hosted on the website pursuant to applicable legislations:

- All other documents/ information which are hosted on the website of the Company pursuant to any Law/ Regulation/ Guideline as may be applicable to the Company from time to time, shall be retained on the website for such minimum period of time as may be specified under such Law/ Regulation/ Guideline. The Document may thereafter be shifted to the Archive Section of the website, where it shall be retained for such period as may be decided by the Company Secretary in consultation with CEO/ ED., after which it may be removed from the website.

### III. Other information voluntarily hosted on the website:

- All information/ documents hosted on the website of the Company voluntarily by the management, shall be retained on the website/ Archive section for such period of time as may be deemed fit at the absolute discretion of the Management.

Notwithstanding the above, the Management shall have the discretion to host any of such documents on the website of the Company for such additional period as the management may deem fit on a case to case basis.

## 4. GENERAL AUTHORIZATION:

The Board of the directors of the Company is authorized to periodically review the policy, have the power to amend any of the provisions of this policy, make such changes as considered necessary and substitute any of the provisions with a new provision or replace this policy entirely with a new policy. However, the amendment in the regulatory requirements shall be binding on the Company and prevail over this policy even if not incorporated in this policy.

**5. REMOVAL OF ARCHIVED DOCUMENTS:**

After the expiry of three years, the archived disclosures/ announcements may be removed/destroyed as per the policy on preservation of documents.

**6. DISSEMINATION OF POLICY:**

This policy shall be disclosed on the website of the Company ([www.windsormachines.com](http://www.windsormachines.com)).

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