

Policy on Archival of Documents & Records

Objective:

The objective of this Policy is to lay down the policy for archival of documents and records of the Company.

Regulatory Framework:

As per Regulation 30 (8) of SEBI (LODR) Regulations 2015, The listed entity shall disclose on its website all such events or information which has been disclosed to stock exchange(s) under this regulation, and such disclosures shall be hosted on the website of the listed entity for a minimum period of five years and thereafter as per the archival policy of the listed entity, as disclosed on its website.

Accordingly, this policy is framed as per the requirements of the SEBI Regulations.

Definitions:

“Archival” means accumulation/storage of historical records on server/network or at a physical place.

“Company” shall mean Stampede Capital Limited.

“Documents” or “Records” mean a piece of written, printed, or electronic matter that provides information or evidence or that serves as an official record of the Company.

“Policy” shall mean the Policy on Archival of documents and records.

“SEBI Regulations” shall mean the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 together with the circulars issued thereunder, including any statutory modifications or re-enactments thereof for the time being in force.

Policy:

1. The document and records which are no longer current, but which are required to be preserved for a specified period of time or permanently under the applicable laws/ rules/ regulations shall be archived by the Company.
2. Every Function/Unit shall identify the documents and records required to be maintained and preserved and shall be responsible for archiving the same as per this Policy.

3. Every Function/Unit shall follow the established procedure of archiving of documents and records and ensure ease of retrieval of such documents and records.
4. The documents and records may be archived in physical and/or electronic mode and shall be stored in the premises of the Company or with an approved warehousing agency in case of physical documents and on the server of the Company and/ or the server of any third party vendor/ service provider in case of electronic documents having appropriate security and safety measures.
5. The documents and records archived in electronic form shall be subjected to automatic back-up on a periodic basis as per the procedure established by the IT function of the Company.
6. Documents and records which are no longer required or upon the expiration of the specified period of time for preservation may be destroyed in one of the following ways:
 - a) Recycle non-confidential paper records;
 - b) Shred or otherwise render unreadable confidential paper records; or
 - c) Delete or destroy electronically stored data.

General:

The Policy would be subject to revision/ amendment in accordance with the applicable laws.

The Company reserves its rights to alter, modify, add, delete or amend any of the provisions of this policy.

In case of any amendment(s), clarification(s), circular(s) etc. issued by the relevant authorities, not being consistent with the provisions laid down under this Policy, then such amendment(s), clarification(s), circular(s) etc. shall prevail upon the provisions hereunder and this Policy shall stand amended accordingly from the effective date as laid down under such amendment(s), clarification(s), circular(s) etc.