

## ARCHIVAL POLICY

### 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 Zenlabs Ethica Limited.

b. **"Company"** means Zenlabs Ethica Limited.

c. **"Applicable laws"** means securities laws defined under the Listing Regulations and other laws and statutes applicable to the Company, mandating preservation of documents.

d. **"Archival"** means accumulation/storage of historical records on server/network or at a physical place.

e. **"Policy"** means this Policy, as amended from time to time.

f. **"Listing Regulations"** means the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (including any amendments thereof).

### ARCHIVAL PROCESS

a. The Company shall disclose on its website under "Investor Information" section all such events or information ("disclosures") which are required to be disclosed to the stock exchanges under Regulation 30 read with Schedule III of the Listing Regulations.

b. 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.

c. The disclosures shall thereafter be archived under the heading "Archives" and shall be retained on the Company's website and shall be maintained under the archival section for a further period of five (5) years.

### AMENDMENTS TO THE POLICY

The Company is committed to continuously reviewing and updating our policies and procedures. Therefore, this policy is subject to modification. Any amendment of any provision of this policy shall be carried out by people authorized by the Board in this regard.

The persons authorized by the Board to approve amendment to this policy shall ensure that it is consistent and in compliance with the prevailing provisions of applicable Acts, Rules, Guidelines, Regulations as well as in accordance with administrative / business requirements of the Company.