



WEST COAST PAPER MILLS LIMITED

ARCHIVAL POLICY

Purpose

Pursuant to provision of Regulation 30(8) of the SEBI(Listing Obligations and Disclosure Requirements)(“**LODR**”) Regulation,2015, West Coast Paper Mills Limited (“**the Company**”) is required to disclose on its website, all such events or information which has been disclosed to stock exchanges where the securities of the company are listed (“**Stock Exchange**”) under Regulation 30 of the SEBI(LODR) Regulations,2015. Further, such disclosures shall be hosted on the website of the company for a minimum period of 5 years and thereafter as per the Archival Policy of the company, as disclosed to be hosted from time on the website of the company(“**Policy**”).

Scope

The Policy applies to such documents/information hosted and visible to the public on the website of the company i.e. <http://www.westcoastpaper.com> and its sub domain : investors.westcoastpaper.com related to investors , needs to be archived.

Policy framework and Implementation

The events /information disclosed by the company under Regulation 30 of the SEBI(LODR) Regulations, 2015 shall be hosted on the website of the company for a period of five years from the date of publication and thereafter information shall be maintained by the company for a further period of three years under archival policy. The archives shall be made available on the written request made to the Compliance Officer of the Company.

Responsibility and Review

This Policy can be amended, modified or revised by the Board of Directors of the Company from time to time.

The Policy is approved by the Board of Directors on 13.02.2024 and valid for five years from immediate effect.