



META INFOTECH LIMITED

ARCHIVAL POLICY

Version Control

Date	Version No	Description	Reviewed by	Approved by
23/09/2024	1.0	Archival Policy	Mr. Venu Gopal Peruri, Director	Board of Directors
26/03/2026	1.1		Company Secretary & Compliance Officer	Board of Directors

Meta Infotech Limited.

Unit # 118, 119, 1st Floor, Ackruti Star, Opp. Ackruti Centre Point, MIDC, Andheri (E), Mumbai – 400 093. India
CIN No. L72100MH1998PLC117495

Phone 91 22 6937 2500

Email: info@metainfotech.com
WWW.metainfotech.com

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ARCHIVAL POLICY

PURPOSE

Regulation 30(8) requires the Listed Companies to 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 Company for a period of minimum 5 years from date of its initial posting. These disclosures may be removed/deleted from the website after expiry of five years from the aforesaid mentioned date. The purpose of this Policy is to disseminate equal, adequate and timely information to the shareholders through the website of the Company and to enable them to track the performance of the Company over regular intervals of time and provide sufficient information to enable investors to assess the current status of the Company.

SCOPE

The documents, information, disclosures, notices, policies as provided under the Regulations and the Act, which is required to be disclosed on the website, shall be uploaded on the website of the Company i.e. www.metainfotech.com. The website of the Company shall be reviewed on regular intervals for ensuring that all the above mentioned disclosures are available on the website of the Company as required. These disclosures, unless otherwise mentioned in the Act itself, shall be hosted on the website for the five years period and thereafter shall be moved/transferred to Archives folders under the respective heads/sub-folders, in a way so that these can be searched easily as and when required by any person. The documents/disclosure shall be kept in the archive folders till such time as may be required by law.

EFFECTIVE DATE

This Policy is effective from the date of approval of the same by the Board of Directors of the Company.

POLICY REVIEW

The Board may subject to the applicable laws amend any provision(s) or substitute any of the provision(s) with the new provision(s) or replace the Policy entirely with a new Policy.

DISCLOSURES

The Company shall disclose the Policy on its website.

