

**ALKA INDIA LIMITED**

**CIN: L99999MH1993PLC168521**

Regd. Address: Gala No. D- 3/4/5, Hatkesh Udyog Nagar-1, Off. Mira Bhayandar road, GCC Road, Mira Near Hatkesh Substation Thane - 401 107, Mira Road, Thane, Vasai, Maharashtra, India, 401107

Corporate Office Address: A 1115 Titanium Business Park, Near Makarba Underpass, Jivraj Park, Ahmedabad, Gujarat, India, 380051

## **GRIEVANCE REDRESSAL POLICY**

### **INTRODUCTION:**

The Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 [“SEBI (LODR) Regulations”] requires listed companies to disclose on its website all such events or information which has been disclosed to stock exchange(s) under Regulation 30 of the SEBI (LODR) Regulations, 2015, and such disclosures shall be hosted on the website of the Company for a minimum period of five years and thereafter as per the Archival Policy of the Company, as disclosed on its website.

Accordingly, the present Policy is framed in accordance with the applicable new Regulations notified on September 02, 2015 and other SEBI Circulars as specified in this regard.

### **SCOPE:-**

This policy covers all events or information which has been disclosed to Stock Exchange(s) under Regulation 30 of the SEBI (LODR) Regulations, 2015 and other relevant provisions of applicable securities laws including all material events and information disclosed by the Company to stock exchanges.

### **PURPOSE:**

The primary objectives of this Policy are to:

- ❖ Ensure proper maintenance and retrieval of material disclosures.
- ❖ Comply with regulatory obligations regarding document retention.
- ❖ Provide stakeholders with access to important historical data as required.

### **ARCHIVAL POLICY:**

Recognizing the need to ensure the preservation and availability of the Documents of the Company after their required regulatory preservation period, for any legal, administrative, and historical purposes, the Company adopts the following Archival Policy in respect of Documents which are hosted on the website of the Company:

- ❖ All Documents generated, disclosed or received by the Company, on its website, for the purpose of shareholder communication, are the properties of the Company and constitute archival material.
- ❖ Archival material of the Company shall be destroyed and disposed in compliance with the applicable laws and the policy of the Company. Provided that nothing contained herein shall be deemed to lead to an exception in case of an accidental deletion, or deletion due to any system flaw, virus, or any other deletion, inaccessibility or loss due to any reason other than deliberate and determinate deletion.

- ❖ In accordance the provisions of the aforesaid regulation, the Company shall ensure that all the information shall be hosted on the Company's website (www.alkaindia.in) for a period of 5 (five) years and thereafter will be archived for a period of 1 (one) year. In case a Document/Information is to be archived for a longer period as per applicable law then the document/information will be archived for the period as prescribed under that law.

These archives shall be made available on a written request made to the Compliance Officer of the Company.

**EFFECTIVE DATE:**

This policy shall come into effect from 30<sup>th</sup> May, 2025.

**AMENDMENTS TO THE POLICY:**

The Company holds the right to amend or modify the Policy as and when required to ensure that it meets with the objectives of the relevant Regulations and remains effective. Further, any or all provisions of this policy would be subject to the revision / amendment in accordance with the Rules, Regulations, Notifications, etc. on the subject as may be issued by relevant statutory authorities, from time to time. 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) 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.

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Alka India Limited  
  
Director