ZINEMA MEDIA AND ENTERTAINMENT LIMITED

CIN: L93190TN1984PLC096136

Registered Office – New Door Number 57, Old Door No.57, Sathya dev Avenue MRC Nagar, Raja Annamalaipuram, Chennai: 600028

Archival Policy

Last Amended on: May 30, 2026

zinema™
MEDIA AND ENTERTAINMENT LIMITED

ARCHIVAL POLICY

1. LEGAL FRAMEWORK:

The Company is required to make disclosure of certain information on website of Company as per provisions of Companies Act & SEBI Act & regulations made there under for certain period as statutory requirement. Further as per Regulation 30 (8) of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015 (the "Listing Regulations") Archival policy is required to be framed to provide guidelines for archival of documents hosted on the Company's website.

2. OBJECTIVE:

The major focus of this Policy is to create archives which provide the evidence required for carrying out daily activities and keeping track of transactions entered into by the Company. The following are the key objectives of this Policy: -

- To capture and store all relevant Records and Documents.
- To ensure security and verified access to all relevant Records and Documents.
- To preserve the Documents or Records for legal, administrative and historical purposes.
- To dispose the Records or Documents in accordance with the authorised retention and disposal schedule.
- To ensure back-up and allow for continuity in the event of a disaster.
- To comply with all regulatory and other legal requirements. Thus, this Policy aims at ensuring creation and management of authentic, reliable and usable archives for accountability purposes and for preservation of the Company's collective memory.

3. DOCUMENTS TO BE HOSTED ON WEBSITE:

The Company shall host on its website, information and documents which are required to be hosted as per the Companies Act, 2013 and Rules framed thereunder, the Listing Regulations and other applicable laws, rules and regulations from time to time.

The Company shall host the above information and documents on its website for a continuous period of five years from the date of hosting.

4. ARCHIVAL OF DOCUMENTS:

After the hosting period of five years is over, the Company shall archive these information and documents for a period of three years. Thereafter, the information/documents may be deleted permanently after obtaining approval from the Board of Directors.

However, if the size of documents is very large or it becomes expensive to archive certain document, then such documents may be removed/deleted from archives after taking prior approval of Board of Directors even before the period of 3 years mentioned above.

5. REVIEW, AMENDMENT & LIMITATION:

The Board may monitor, review and amend the Policy from time to time as also whenever necessitated due to amendments any Act, Rules or applicable Regulations.

In the event of any conflict between the provisions of this Policy and the Companies Act, SEBI Act or the Rules and Regulations framed there under and/or any other statutory enactments, rules, the provisions of such the Companies Act, SEBI Act or the Rules and Regulations framed there under and/or statutory enactments, rules shall prevail over this Policy and the relevant provisions of the Policy would be amended/modified in due course to make it consistent with the law.

For Zinema Media and Entertainment Limited
Sd/-
Managing Director