



Formerly known as: SS Retail Private Limited & SS Communication & Services Pvt. Ltd. CIN - U51599PN2016PLC164991

REGD Office : 399, 'E' Basant Bahar Road, Ratikamal Complex, Kolhapur, Maharashtra, India- 416003 Mob: +91 8600 666 111. Email - info@ssmobile.com

PRESERVATION AND ARCHIVAL POLICY

Email: compliance@ssmobile.com

Website: www.ssmobile.com

1. INTRODUCTION & LEGAL FRAMEWORK

This Archival Policy ("Policy") is framed in accordance with the following legal and regulatory requirements:

- Regulation 9, Regulation 30(8) and Regulation 46 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI LODR Regulations");
- Regulation 5C(7) of the SEBI (Prohibition of Insider Trading) Regulations, 2015 ("SEBI PIT Regulations");
- Applicable provisions of the Companies Act, 2013, including relevant Rules framed thereunder such as Rule 27 of the Companies (Management and Administration) Rules, 2014;
- Secretarial Standards issued by the Institute of Company Secretaries of India (ICSI), specifically SS-1 (Meetings of the Board of Directors) and SS-2 (General Meetings).

This Policy outlines the principles and practices with respect to the preservation, maintenance, archival, and retrieval of material disclosures made by the Company to the stock exchanges in terms of Regulation 30 of SEBI LODR Regulations and other documents hosted on the Company's website.

2. OBJECTIVE AND PURPOSE

The purpose of this Policy is to ensure:

- Adequate protection, maintenance, and preservation of disclosures;
- Continued availability of relevant material information to stakeholders;
- Compliance with regulatory requirements under SEBI LODR Regulations and other applicable laws;
- A framework for archival and retrieval of such disclosures and documents in a systematic manner.





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3. DEFINITIONS

In this Policy, unless the context otherwise requires:

- **"Act"** means the Companies Act, 2013 and rules framed thereunder.
- **"Board"** means the Board of Directors of SS Communication and Services Limited.
- **"Company"** means SS Communication and Services Limited.
- **"Disclosures"** mean information relating to material events or information which is disclosed to the stock exchange(s) under Regulation 30 of SEBI LODR Regulations.
- **"Electronic Records"** means the electronic records as defined under clause (t) of sub- section (1) of section 2 of the Information Technology Act, 2000.
- **"Electronic Form"** means any contemporaneous electronic device such as computer, laptop, compact disc, floppy disc, space on electronic cloud, or any other form of storage and retrieval device, considered feasible, whether the same is in possession or control of the Company or otherwise the Company has control over or access thereto. Any other term not defined herein shall have the same meaning as ascribed to it under the Companies Act, 2013, Listing Agreement, Listing Regulations framed by the Securities Exchange Board of India or any other relevant regulation/ legislation applicable to the Company.
- **"Website"** means the Company's official website: www.ssmobile.com.

4. SCOPE AND COVERAGE

This Policy applies to all disclosures made to the stock exchange(s) under Regulation 30 of SEBI LODR Regulations and hosted on the Company's website, as well as any other statutory disclosures hosted as mandated by law.

5. ARCHIVAL PROCESS

- In accordance with Regulation 9 and Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the archival process is as follows:
- All disclosures under Regulation 30 shall be hosted clearly on the Company's website under the "Investor Relations" or equivalent section for a minimum period of five (5) years.
- Post this five-year period, disclosures shall be archived electronically in a retrievable and non-editable format on the Company's internal server or an approved cloud platform.
- Archived disclosures will be preserved for an additional minimum period of three (3) years from the date of archival, totalling eight (8) years.
- Documents not specifically covered by Regulation 30 but required under applicable laws will follow the same retention standards.
- Archived documents shall be accessible only to designated officials and may be provided upon request, subject to internal approvals and applicable legal considerations.





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- Additionally, certain critical documents including the Certificate of Incorporation, Memorandum and Articles of Association, Statutory Registers, Minutes of Meetings, Annual Reports, and other legally mandated documents shall be preserved permanently.

6. ACCESS CONTROL & CUSTODIANSHIP

- The **Company Secretary** shall act as the designated custodian of the disclosures and shall be responsible for oversight of the archival process, including ensuring timely archival and retrieval.
- The **Chairman, Executive Directors, Chief Financial Officer, and Compliance Officer** shall also have access to the archived disclosures as needed.

7. AVAILABILITY TO STAKEHOLDERS

- Stakeholders may request access to archived disclosures by writing to the Company's Compliance Officer at compliance@ssmobile.com.
- Requests will be processed in accordance with applicable laws, and the Company reserves the right to decline access if the information is confidential, price-sensitive, or otherwise restricted.

8. DISCLOSURE OF THE POLICY

This Policy shall be disclosed on the Company's website and shall remain hosted for a continuous period of at least five years from the date of listing of equity shares on the stock exchange(s). Thereafter, it shall be archived in accordance with this Policy.

9. AMENDMENTS AND REVIEW

- This Policy may be amended by the Board of Directors of the Company as and when deemed necessary or in accordance with any amendments to applicable laws or regulations.
- The Board may also authorize any Key Managerial Personnel to make minor modifications to this Policy to ensure compliance with regulatory requirements.
- This Policy shall be reviewed periodically, at least once every two years, and updated as necessary.

10. EFFECTIVENESS

This Policy shall be effective from the date of approval by the Board and shall be deemed effective upon listing of equity shares of the Company on any recognized stock exchange in India.

Approved by the Board: 05/09/2025

Effective Date: 05/09/2025

