



**HCP Plastene**  
Bulkpack Limited

(Formerly known as Gopala Polyplast Limited)

# **HCP Plastene Bulkpack Limited**

## **Archival Policy**



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## 1. PREAMBLE:

Securities and Exchange Board of India has notified Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI (LODR) Regulations"). These regulations require every listed Company to disclose on its website all such events or information which has been disclosed to the Stock Exchange(s) and such disclosures shall be hosted on the website of the listed entity for a minimum period of five years and thereafter as per the archival policy of the listed entity, as disclosed on its website.

## 2. SCOPE:

This policy shall govern the disclosure and archival of such information/ contents which have been disclosed on the website of the Company pursuant to the compliance with the above mentioned Regulations and which are disclosed to the stock exchanges. Other information/ contents displayed /uploaded on the website shall be out of purview of the Policy and can be archived / deleted as decided by the Company considering usefulness of information/content to general public or Company itself.

## 3. OBJECTIVE OF THE POLICY

The main objective of this policy is to ensure that all the documents, disclosures made/submitted to the stock exchanges pursuant to the SEBI (LODR) Regulations are uploaded on the website and transferred to the archives folder of the Website of the Company after the completion of five years from the date of disclosure or event.

The major objectives of the policy are:

- 1) Identification of Information, documents, events, etc. which are required to be disclosed on the website of the Company;
- 2) Ensuring that all the information is disclosed at the relevant time and with proper link and to maintain unanimity every time;
- 3) Ensure that all the information, documents, events disclosed on the website of the Company, unless otherwise specified in the Act, shall remain on the website for the period of five years from the date of disclosure of such information, documents and events;
- 4) After completion of five years from date of disclosure of the respective documents/information/events, shall be moved to the respective archives folder on the website of the Company.



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- 5) Some Documents/information, events which are required to be uploaded on the website for a particular period, shall be deleted after the due date without movement in archives folder.
- 6) Some documents like Policies of the Company, Codes of Conduct and other documents which are required to be continuously displayed on the website, shall not be archived.

#### 4. DEFINITIONS:

- 1) **“Act”** means the Companies Act, 2013, Rules framed thereunder and any amendments thereto.
- 2) **“Board of Directors”** or **“Board”** means the collective body of the Directors of the Company.
- 3) **“Company”, “This Company”, “The Company”**, wherever occur in the policy shall mean **“HCP Plastene Bulkpack Limited [Formerly Known as Gopala Polyplast Limited]”**.
- 4) **“Current”** means running matter or whatever is at present in course of passage.
- 5) **“Policy”** or **“This Policy”** means, “Archival Policy”.
- 6) **“Website”** means website of the Company i.e. [www.gopalapolyplast.com](http://www.gopalapolyplast.com).
- 7) **“Regulations”** means Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and any amendments thereto.

#### 5. INTERPRETATION:

Terms that have not been defined in this policy shall have the same meaning assigned to them in the Companies Act, 2013, and / or Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015.

#### 6. GUIDELINES:

As per regulation 46 read with Regulation 62 of SEBI (LODR) Regulations every listed entity requires to maintain a functional website containing basic information about the Company and other prescribed details.

Regulation 30 (8) of SEBI (LODR) Regulations requires the listed entity to disclose on its website all such events or information which has been disclosed to stock



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exchange(s) under this regulation, and such disclosures shall be uploaded on the website of the company for a minimum period of five years and thereafter such information/documents shall be moved or transferred to the archive folder as per the archival policy, as disclosed on its website.

Being as listed entity and in compliance with SEBI (LODR) Regulations, our Company has to provide regularly various information, financial statements, notices and other disclosures, as required under various SEBI regulations and provisions of Companies Act, 2013 and the same have to be uploaded on website of the Company.

Details of suggestive list of information to be uploaded and updated on website of the Company are enclosed as annexure forming part of this policy. This list may be changed in line with changes in laws/regulations from time to time.

## **7. POLICY REVIEW:**

This policy shall be reviewed from time to time so that the policy remains compliant with applicable legal requirements. The board shall keep the policy updated as per applicable statutory guidelines.

## **8. AMENDMENT**

The Board shall have power to amend any of the provisions of this Policy, substitute any of the provisions with a new provision or replace this policy entirely with a new Policy according to subsequent modification(s) / amendment(s) to Regulations. However, the amended regulatory requirements will supersede the Policy till the time Policy is suitably amended.



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## ANNEXURE – A

The listed entity shall maintain a functional website containing the following information about the listed entity:-

- 1) Details of its business;
- 2) Terms and conditions of appointment of Independent Directors;
- 3) Composition of various committees of board of directors;
- 4) Code of conduct of board of directors and senior management personnel;
- 5) Details of establishment of vigil mechanism/ Whistle Blower policy;
- 6) Criteria of making payments to non-executive directors , if the same has not been disclosed in annual report;
- 7) Policy on dealing with related party transactions;
- 8) Policy for determining 'material' subsidiaries;
- 9) Details of familiarization programmes imparted to independent Directors;
- 10) Email address for grievance redressal and other relevant details;
- 11) Contact information of the designated officials of the listed entity who are responsible for assisting and handling investor grievances;
- 12) Financial information including:
  - i. Notice of meeting of the board of directors where financial results shall be discussed.
  - ii. Financial results, on conclusion of the meeting of the board of directors where the financial results were approved;
  - iii. Complete copy of the annual report including balance sheet, profit and loss account, directors report, corporate governance report etc;
- 13) Shareholding pattern;
- 14) details of agreements entered into with the media companies and/or their associates, etc;
- 15) Schedule of Analyst or Institutional Investor Meet and presentations made by the listed entity to analysts or institutional investors simultaneously with submission to stock exchange;
- 16) New name and the old name of the listed entity for a continuous period of one year, from the date of the last name change;
- 17) items in sub-regulation (1) of regulation 47 .
- 18) All credit ratings obtained by the entity for all its outstanding instruments, updated immediately as and when there is any revision in any of the ratings.
- 19) Separate audited financial statements of each subsidiary of the listed entity in respect of a relevant financial year.



**ANNEXURE B**

The following information shall be uploaded on the website as soon as it is disclosed to stock

exchanges and shall be archived after a period of five years:

- 1) Acquisition(s) (including agreement to acquire), Scheme of Arrangement (amalgamation/ merger/ demerger/restructuring), or sale or disposal of any unit(s), division(s) or subsidiary of the listed entity or any other restructuring as defined in Part A of Schedule III of SEBI (LODR) 2015.
- 2) Issuance or forfeiture of securities, split or consolidation of shares, buyback of securities, any restriction on transferability of securities or alteration in terms or structure of existing securities including forfeiture, reissue of forfeited securities, alteration of calls, redemption of securities etc.
- 3) Revision in Rating(s).
- 4) Outcome of Meetings of the board of directors: The listed entity shall disclose to the Exchange(s), within 30 minutes of the closure of the meeting as specified in Part A of Schedule III of SEBI (LODR) 2015 which includes-
  - a) dividends and/or cash bonuses recommended or declared or the decision to pass any dividend and the date on which dividend shall be paid/dispatched;
  - b) any cancellation of dividend with reasons thereof;
  - c) the decision on buyback of securities;
  - d) the decision with respect to fund raising proposed to be undertaken
  - e) increase in capital by issue of bonus shares through capitalization including the date on which such bonus shares shall be credited/ dispatched;
  - f) reissue of forfeited shares or securities, or the issue of shares or securities held in reserve for future issue or the creation in any form or manner of new shares or securities or any other rights, privileges or benefits to subscribe to;
  - g) short particulars of any other alterations of capital, including calls;
  - h) financial results;
  - i) decision on voluntary delisting by the listed entity from stock exchange(s).
- 5) Agreements (viz. shareholder agreement(s), joint venture agreement(s), family settlement agreement(s) (to the extent that it impacts management and control of the listed entity), agreement(s)/treaty(ies)/contract(s) with media companies) which are binding and not in normal course of business, revision(s) or amendment(s) and termination(s) thereof.
- 6) Fraud/defaults by promoter or key managerial personnel or by listed entity or arrest of key managerial personnel or promoter.



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- 7) Change in directors, key managerial personnel (Managing Director, Chief Executive Officer, Chief Financial Officer , Company Secretary etc.), Auditor and Compliance Officer.
- 8) Resignation of auditor including reasons for resignation
- 9) Resignation of Independent Director including reasons for resignation and other details as specified
- 10) Appointment or discontinuation of share transfer agent.
- 11) Corporate debt restructuring.
- 12) One time settlement with a bank.
- 13) Reference to BIFR and winding-up petition filed by any party / creditors.
- 14) Issuance of Notices, call letters, resolutions and circulars sent to shareholders, debenture holders or creditors or any class of them or advertised in the media by the listed entity.
- 15) Proceedings of Annual and extraordinary general meetings of the listed entity.
- 16) Amendments to memorandum and articles of association of listed entity, in brief.
- 17) Schedule of Analyst or institutional investor meet and presentations on financial results made by the listed entity to analysts or institutional investors;
- 18) Information related to corporate insolvency resolution process (CIRP) of a listed corporate debtor under the Insolvency Code as specified under scheduled
- 19) Initiation of Forensic audit with relevant information as specified in schedule.



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- 20) Any other information as required under Part A of Scheduled III of SEBI (LODR) Regulation 2015
  
- 21) Information as specified under Part B of Schedule III of SEBI (LODR) Regulation 2015.
  
- 22) Any other disclosures of event /information as specified by the Board from time to time.