



# **APOLO HOSPITALS ENTERPRISE LIMITED**

**CIN : L85110TN1979PLC008035**

Regd. Office : No. 19, Bishop Gardens, Raja Annamalaipuram, Chennai – 600 028

General Office : Ali Towers, III Floor, No. 55 Greams Road, Chennai – 600 006

Tel. No. : +91-44-2829 0956, 2829 6117, website : [www.apollohospitals.com](http://www.apollohospitals.com)

## **POLICY ON ARCHIVAL OF DOCUMENTS**



## **1. Background**

The Securities and Exchange Board of India ("SEBI"), vide its Notification dated September 2, 2015, has issued the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015("Regulations"). The Regulations come into force from December 1, 2015. The Regulations mandate listed entities to formulate an archival policy. It is in this context that the Policy on Archival of Documents ("Policy") is being framed and implemented.

## **2. Objective**

The objective of this Policy is to comply with Regulation 30(8) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

## **3. Archival Policy**

In accordance with the provisions of the aforesaid Regulation, the Company shall ensure that all the information shall be hosted on the Company's website ([www.apollohospitals.com](http://www.apollohospitals.com)) for a period of 5 years and thereafter will be archived for a period of 2 years.

## **4. Review and Amendment**

The Board of Directors will review this Policy from time to time and make revisions as may be required.

## **5. Disclosure of the Policy**

The Policy will be uploaded on the Company's website for public information.