SJ CORPORATION LIMITED

ARCHIVAL POLICY

(Under regulation 30(8) of SEBI (Listing obligations and Disclosure Requirements) Regulations, 2015)

POLICY:

This policy shall be called "Archival Policy" of SJ Corporation Limited, as approved by the Board of Directors of the Company in its meeting held on 24th October, 2026, with immediate effect and be available on the website of the Company in term of the Securities and Exchange Board of India (Listing Obligations and Disclosure requirements) Regulations, 2015.

"Archive/archiving" is the process of transferring records to a repository managed by personnel specialized in storing, appraising, conserving and authorizing access to the records entrusted. Archiving allows for future retrieval and use of information. Archiving serves two main functions: conserving evidence in case of a legal claim or audit, and preserving the historical memory and proof of an activity.

"Records / Documents" includes and contains all relevant information relating to the Company and necessary documentations required to be maintained under the Applicable Law.

OBJECTIVES:

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:-

1) To capture and store all relevant records and documents.
2) To ensure security and verified access to all relevant records and documents.
3) To preserve the documents or records for legal, administrative and historical purposes.
4) To dispose the records or documents in accordance with the authorised retention and disposal schedule.
5) To ensure back-up and allow for continuity in the event of a disaster.
6) 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.

ARCHIVING OF EVENTS OR INFORMATION'S:

In terms of Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 all events and information's disclosed to stock exchanges will be hosted on the website of the Company for a minimum period of 5 years after such disclosure to the stock exchanges and thereafter shall be archived for a further period of 3 years. Thereafter, the information/documents may be deleted permanently, unless it is statutorily required to be preserved permanently.

Also, in case of the contents of the Company's website (www.sjcorp.in), all policies, documents and other information not related to any particular period/event shall be on display till they are replaced by an updated version, thereafter they will be archived.

ARCHIVAL METHODOLOGY:

The Archives might consist of all the Documents prescribed or maintained as per the Preservation of Documents Policy of the Company and other Documents which are of relevance to the Company in general. An archival record may be the only copy that exists anywhere. Archival records may be maintained in both the formats viz., Physical and electronic form.

AMENDMENT:

The Board has the right to amend or modify this Policy in whole or in part, at any time, without assigning any reason whatsoever, subject, however, to the condition that such alterations will be in consonance with the provisions of the applicable Law and Regulations.