

VIDHI SPECIALTY FOOD INGREDIENTS LIMITED

(Formerly known as “Vidhi Dyestuffs Manufacturing Limited”)

Policy on Archival of Documents

(Pursuant to Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015)

Vidhi Specialty Food Ingredients Limited

(Formerly known as Vidhi Dyestuffs Manufacturing Limited)

CIN: L24110MH1994PLC076156

Regd. Off: E/27, 5th Floor, Commerce
Centre, 78, Tardeo Road,
Mumbai - 400034

Tel: +91 22 - 6140 6666

Fax: + 91 22 - 2352 1980

Website: www.vidhifoodcolour.com

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INTRODUCTION

Vidhi Specialty Food Ingredients Limited (Formerly known as Vidhi Dyestuffs Manufacturing Limited) ('The Company' or 'Vidhi') is committed to being open and transparent with all the stakeholders and in disseminating information in a fair and timely manner. The Company's securities are listed on BSE Limited (BSE) and Ahmedabad Stock Exchange Limited (ASEL). The Company is required to comply with the continuous disclosure obligation imposed by the SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015 ('The Regulation') which was made applicable w.e.f. December 1, 2015.

In terms of the Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (hereinafter referred to as "Regulations") **Vidhi** is required to maintain and preserve timely and accurate records uploaded on the website of the Company. Records are to be retained for the period of their immediate use, unless longer retention is required for historical reference, contractual, legal or regulatory requirements or for other purposes as may be set forth below.

This policy is designed to set the guidelines for managing the content on the website of the Company for defined timeframe along with the archival of the content post usage.

PURPOSE OF THE POLICY:

This policy sets the standard for classifying, managing and storing of records of the Company. The purpose of this policy is to establish a framework for effective record management and the process for subsequent archival of such records.

This Policy is framed to ensure retention and archival of data located at Company's Registered Office, Corporate Office and Plants located at Dhatav, Raigad, Maharashtra.

Contents/information/documents hosted on the **Investor Relations page** of the website will remain on the www.vidhifoodcolour.com website for a period of 5 (five) years, from the end of the financial year in which the said disclosure was made, and then will be archived as per the guidelines specified below.

SCOPE:

This policy is applicable for archival of all those documents which are available on the www.vidhifoodcolour.com website.

In this context, the following has been approved and adopted by the Board the Company at its meeting held on **February 9, 2016**.

RETENTION OF RECORDS & DOCUMENTS:

Vidhi Specialty Food Ingredients Limited
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In line with the Company's "Policy on determination of Materiality of Events/Information", the Company shall disclose all such events to the Stock Exchanges and such disclosures shall be hosted on the website of the Company for a period of 5 (five) years, from the end of the financial year in which the said disclosure was made. The website link for the access of the events/information/documents is as follows:

ARCHIVAL OF RECORDS AND DOCUMENTS:

Events, Information and Documents mentioned in above section that have been kept for the required period of 5 (five) Years on the website of the Company; and/or are no longer required, must be archived to below link for next 1 (One) year:

Approval of the below mentioned Authorized individuals is required for Archival of the documents:

1. Name: Mr. Mihir B. Manek

Designation: Joint Managing Director

Email ID: mihirmanek@live.in

2. Name: Mr. Mitesh D. Manek

Designation: Chief Financial Officer

Email ID: mitesh.manek@vidhifoodcolour.com

Post 1 (One) year of Archival, data or documents will be purged.

Any one intending to review the material disclosures/ material information/ documents after 5 (five) years may write to the Company Secretary of the Company.

DISCLOSURE

This Policy shall be uploaded on the Company's website for public information.

AMENDMENTS TO THE POLICY

The Board may subject to the applicable laws amend any provision(s) or substitute any of the provision(s) with the new provision(s) or replace the Policy entirely with a new Policy. However, no such amendment or modification shall be inconsistent with the applicable provisions of any law for the time being in force.

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Any amendment of any provision of this policy must be approved by the Company's Board and promptly disclosed on the Company's website within two working days of such amendment.

SCOPE AND LIMITATION

In the event of any conflict between the provisions of this Policy and the Listing Agreement; Companies Act, 2013; Regulations or any other statutory enactments, rules, the provisions of such Listing Agreement/Companies Act, 2013 or statutory enactments, rules shall prevail over this Policy and the part(s) so repugnant shall be deemed to severed from the Policy and the rest of the Policy shall remain in force.

EFFECTIVE DATE

This Policy shall come into force from **December 1, 2015**.