



**AMBA AUTO SALES AND SERVICES LIMITED**  
**( Formerly known as Amba Auto Sales and Services Private Limited )**

**Registered Address :** Sy. No. 442/2A, 443/2B, 7, Hongasandra,  
Bangalore, Karnataka, India, 560068

**CIN:** U05010KA2005PLC035690

**Email:** [cs@ambaauto.com](mailto:cs@ambaauto.com) **Tel.:** +91-9900367421 **Website :** [www.ambaauto.com](http://www.ambaauto.com)

**(Authorised Dealer of Bajaj Auto Limited)**

## **ARCHIVAL POLICY**

### **BACKGROUND**

In terms of the provisions of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, ('SEBI Listing Regulations'), every listed company is required to have a policy for preservation of documents & records.

In this context, Board of Directors ("Board") of Amba Auto Sales And Services Limited ("Company") in their meeting held on Tuesday 1<sup>st</sup> July, 2025 has adopted the Archival Policy . This Policy can be modified and or amended with the approval of the Board of Directors only.

### **PURPOSE**

Regulation 30(8) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, requires the Listed Companies to disclose on its website all such events or information which has been disclosed to stock exchange(s) under this regulation, and such disclosures shall be hosted on the website of the Company for a period of minimum 5 years and thereafter as per the archival policy of the Company, as disclosed on its website. Post the expiry of the above period of 5 years, the information would be archived and would be retained by the Company for a further period of 3 years or such other period as may be decided by the Board, from time to time. The purpose of this Policy is to disseminate equal, adequate and timely information to the shareholders through the website of the Company and to enable them to track the performance of the Company over regular intervals of time and provide sufficient information to enable investors to assess the current status of the Company.

### **SCOPE**

The documents, information, disclosures, notices, policies as provided under the Regulations and the Act, which is required to be disclosed on the website, shall be uploaded on the website of the Company. The website of the Company shall be reviewed on regular intervals for ensuring that all the above mentioned disclosures are available on the website of the Company as required. These disclosures, unless otherwise mentioned in the Act itself, shall be hosted on the website for the five years period and thereafter shall be moved/transferred to Archives folders

under the respective heads/sub-folders, in a way so that these can be searched easily as and when required by any person. The documents/disclosure shall be kept in the archive folders till such time as may be required by law.

This Policy applies to all documents & records maintained by the Company in physical form or electronically stored in computer or in any other electronic devices or transcribed information of any type whether expressed in ordinary or machine language at all locations of the Company in or outside India and shall also include emails etc.

#### **EFFECTIVE DATE**

This Policy is effective from the date of approval of the same by the Board of Directors of the Company.

#### **POLICY REVIEW**

The Company is committed to continuously reviewing and updating our policies and procedure. The Board or any person authorized by 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.

#### **DISCLOSURES**

The Company shall disclose the Policy on its website.

For Amba Auto Sales and Services Limited

Sd/-

Rakesh Kumar Lohia

Managing Director

DIN: 01884538