

TEA TIME LIMITED

ARCHIVAL POLICY

1. PURPOSE

The Policy has been adopted by the Board of the Company for archival of documents in terms of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

2. DEFINITIONS

The words and expressions used in this Policy, unless defined herein, shall have the same meanings ascribed to them in The Companies Act, 2013, the Rules made thereunder and the Listing Regulations.

3. ARCHIVING OF DOCUMENTS UPLOADED ON THE COMPANY'S WEBSITE

The events or information disclosed to the Stock exchanges by the Company shall be disclosed on the Website of the Company i.e. www.teatimeltd.co.in for a minimum period of five (5) years from the date of each such disclosure. Beyond the said period, the Information shall be disclosed for such other additional period as may be required under various statutes, laws, rules and regulations.

4. DISCLOSURE

This Policy shall be disclosed on the Website of the Company.

5. REVIEW

The Policy shall be reviewed periodically by the Board and can be amended by any Director of the Company, as and when necessary.