



# Archival Policy

December, 2019

## **BACKGROUND**

SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Regulations”) requires every listed company to make available an Archival policy on the website.

In this context, the following policy has been framed by the Board of Directors (“Board”) of Godrej Consumer Products Limited (“GCPL”/ “Company”) at its meeting held on October 24, 2015.

## **ARCHIVAL POLICY**

In line with GCPL's Policy on Determination of Materiality of Events and as per the Regulations, 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 years and thereafter the same shall be archived so as to be available for retrieval for a further period of three years by storing the same on suitable media. Thereafter the said information, documents, records may be destroyed as per the policy on preservation of documents.