7SEAS ENTERTAINMENT LIMITED
ARCHIVAL POLICY

(Approved/Amended by the Board of Directors on 18 July 2026)

CIN: L72900TG1991PLC013074

Registered Office: 5th Floor, Plot Nos. 92, 93 and 94, Kavuri Hills, Madhapur, Hyderabad, Telangana – 500081

Classification: Public – to be hosted on the Company's website

1. Objective

This Policy governs the active hosting, migration, preservation, retrieval and lawful disposal of disclosures placed on the Company's website, particularly disclosures under Regulations 30 and 46 of the LODR Regulations.

2. Categories of website records

Website records include stock-exchange disclosures, financial results, annual reports, shareholding patterns, governance reports, notices, voting results, policies, investor presentations, transcripts, newspaper publications, annual returns, secretarial-compliance reports and other statutory material.

3. Active hosting period

Regulation 30 disclosures shall remain on the active website for not less than five years. Other documents shall remain for the period specifically prescribed for their category. A longer period shall apply where the document remains relevant, is relied upon by investors or is subject to legal hold.

4. Archival process

- Documents eligible for migration shall be moved to a clearly labelled and searchable archive without changing their original contents, date or description.
- The archive shall maintain stable links where practicable and preserve metadata showing publication and archival dates.
- Archived records shall remain accessible for at least three additional years unless a longer period is approved or required.

5. Accuracy and accessibility

The Company Secretary shall conduct periodic link testing, verify that PDFs are legible and searchable, ensure headings are clear and arrange documents year-wise and category-wise. Broken, misleading or inaccessible links shall be corrected promptly and within the timeline prescribed by Regulation 46.

6. Legal hold and removal

No document shall be removed when related to pending litigation, investigation, audit, complaint or regulatory inquiry. Personal information not legally required for public disclosure may be redacted after legal review. Removal shall be authorised and recorded.

7. Backup and restoration

The website and archive shall be backed up with access controls, integrity checks and restoration capability. The information-technology function shall notify the Company Secretary of outages, cyber incidents or unauthorised changes affecting statutory disclosures.

8. Interpretation and overriding effect

Terms not specifically defined in this Policy shall have the meanings assigned to them under the Companies Act, 2013, the rules made thereunder, the applicable SEBI regulations and other governing law. References to statutes and regulations include amendments, clarifications, circulars and re-enactments. If any provision of this Policy conflicts with applicable law, the law shall prevail and this Policy shall be read as modified to the minimum extent necessary.

9. Administration and responsibility

The Board shall retain overall responsibility for this Policy. The committee or officer identified in this Policy shall administer it, maintain evidence of compliance and report material deviations. Every director, officer, employee, consultant and service provider within scope shall provide information and cooperation reasonably required for implementation.

10. Records, training and assurance

The Company Secretary/Compliance Officer shall ensure that approvals, registers, declarations, notices, reports, training records and supporting documents are retained for the period prescribed by law and the Company's document-retention schedule. Periodic awareness and role-based training shall be conducted. Internal audit or an independent reviewer may test compliance and recommend corrective action.

11. Review and amendment

This Policy shall be reviewed at least annually and earlier upon a material change in law, business model, organisation, risk profile or regulatory guidance. Material amendments shall be placed before the competent committee and the Board. The Managing Director and Company Secretary/Compliance Officer may jointly make clerical, contact-detail and statutory-reference corrections that do not alter substantive rights or obligations, subject to reporting to the Board.

For 7Seas Entertainment Limited
Company Secretary / Compliance Officer

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