

ARCHIVAL POLICY

TITLE

This Policy shall be called 'Archival Policy'.

COMMENCEMENT

This Policy shall be effective from 1st December, 2015.

OBJECTIVE

- a. This Policy is framed in accordance with the requirement under Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (including any amendments thereof).
- b. The Company is required to disclose the policy on its website.

DEFINITIONS

- a. "Applicable Laws" includes (a) the Companies Act, 2013 and rules made thereunder, as amended from time to time; (b) the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended from time to time; and (c) any other statute, law, standards, regulations or circulars, notifications, guidance, instructions issued by any regulatory, judiciary, authority relating to hosting of disclosures, documents, audio and/ or video recordings, meeting transcripts, presentations etc. on website of the Company, as may be applicable.
- b. "Board" means the Board of Directors of Cipla Limited.
- c. "Company" means Cipla Limited.
- d. "Policy" means this Policy, as amended from time to time.
- e. "Listing Regulations" means the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (including any amendments thereof).

POLICY

- a. The Company shall disclose on its website under "Investor Information" section under the heading "Shareholder Information" all such events or information ("disclosures") which are required to be disclosed to the stock exchanges under Regulation 30 read with Schedule III of the Listing Regulations.
- b. The disclosures, documents, audio and/ or video recordings, meeting transcripts, presentations etc. made to the Stock Exchanges and/ or hosted on the Company's website shall be maintained for such period as specified under the Applicable Law. In case no specific period is mentioned under any Applicable Laws then it would be maintained a period of five years from the date of initial posting.

- c. The disclosures shall thereafter be archived under the heading “Archives” and shall be retained on the Company’s website for such period as may be decided by the Disclosure Committee in compliance with the applicable law.

AMENDMENTS

The Board shall have the power to amend any of the provisions of this Policy, substitute any of the provisions with a new provision or replace this Policy entirely with a new Policy.

Version 1.0: Original Policy approved by Board in their meeting dated 10th December, 2015 and effective from 1st December, 2015.

Version 2.0: Amended Policy approved by Board in their meeting dated 28th January, 2025 and effective from 28th January, 2025.