



# **TOTAL TRANSPORT SYSTEMS LIMITED**

## ***Archival Policy***

*(Pursuant to Regulation 30(8) of SEBI (Listing Obligations and Disclosure Requirements), Regulations 2015)*

## **1. PREAMBLE:**

In terms of Regulations 30(8) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (the 'Regulations'), a listed entity is required to host on the website maintained by the entity, all the material events / information as disclosed to the stock exchange(s) for a period of five years and thereafter in terms of the archival policy of such entity as disclosed on the website.

Data archiving is the process of moving data that is no longer actively used, to a separate storage device for long-term retention. Archive data consists of older data that is still important to the organization and may be needed for future reference, as well as data that must be retained for regulatory compliance. Data archives are indexed and have search capabilities so files and parts of files can be easily located and retrieved.

Total Transport Systems Limited (the "Company") has formulated this Archival Policy (the 'Policy') for ensuring compliance with the provisions under Regulation 30(8) of the Regulations for protection, maintenance and archival of the Events or Information disclosed to the stock exchange(s) which are also hosted on its website. Additionally, the Policy also include such other Events or Information which is required to be hosted on the website of the Company in terms of other Applicable Laws as may be decided by the Board from time to time.

## **2. OBJECTIVE:**

This Policy emphasizes on the importance of preservation of the records and disclosures hosted on the website of the Company for making information accessible to the general public for taking well-informed decisions.

A data archiving helps organizations intelligently move (and purge) historical and inactive data from production databases into a more cost-effective location while still providing the capabilities to query, search or even restore data if needed.

Data archiving can also alleviate data growth issues by:

- Reducing the infrastructure and operational costs typically associated with data growth.
- To ensure back-up and allow for continuity in the event of a disaster.
- Streamlined risk and compliance management by helping organization to comply with data retention and purge policies while providing query able archives for audit.
- Corporate information management and preparedness.

### **3. DEFINITIONS:**

#### **3.1 “Act”**

It means the Companies Act, 2013.

#### **3.2 “Applicable Law”**

It means any law, rules, circulars, guidelines or standards under which disclosure of Events or Information on the website has been prescribed.

#### **3.3 “Board”**

It means the Board of directors of the Company or its Committee.

#### **3.4 “Company”**

It means Total Transport Systems Limited.

#### **3.5 “Listing Regulations”**

It means the Securities and Exchange Board of India (Listing Obligation and Disclosure Requirements) Regulations, 2015.

### **4. SCOPE OF THE POLICY:**

The Company shall after making disclosure of event or information to the Stock Exchanges shall also host such information on its website at <http://www.ttspl.in/>

All events / information disclosed to Stock exchanges in pursuance of Regulation 30 of the Listing Regulation shall be hosted on the website for the minimum period of 5 years from the date of occurrence / happening of an event or transaction;

However, audio recordings, video recordings, if any, of post earnings or quarterly calls, shall be made available on the Company’s website for a period of 2 (two) years from the date of its hosting on the website and transcripts of the said calls shall be made available for a period of 5 years.

Upon completion of such period of 5 (five)/ 2 (two) years, as the case may be, from the date of such disclosures being hosted on the website of the Company, the disclosed events and information shall be archived as per this Policy.

Every kind of information which is mandated to be disclosed on the website as per the provisions of any applicable statutes, rules and regulations shall be hosted on the website of the Company for such time period as specified under the applicable Statutes, rules and regulations;

Thereafter on expiry of the stipulated periods, contents will be moved to archived folder and the archived documents will be available for a period of one year. After the expiry of one year, the archived disclosures / announcements shall be removed from the website of the Company. Anyone intending to review contents of archived folder may write to Compliance Officer of the Company.

**5. AUTHORITIES & RESPONSIBILITIES:**

It shall be the responsibility of the Compliance Officer for periodic and ongoing review of the contents of the website and keep the information up to date. The records shall be moved to the Archives only after the approval of the Compliance officer. In accordance with the provisions of Regulation 46 (3), the Compliance Officer shall ensure to update any change in the content of the website within two working days of such change.

The Company will ensure dissemination of all information as required under the Code of Practices and Procedures for Fair Disclosure of Unpublished Price Sensitive Information and also the Policy for determining Materiality of an Events or Information.

**6. DISSEMINATION OF POLICY:**

The Archival Policy shall be uploaded on the website of the Company at <http://www.ttspl.in/>

**7. GENERAL:**

This Policy will be regularly monitored and reviewed to ensure that it remains relevant to the Company's business aims and requirements. Compliance with this Policy and associated procedures will be monitored on an ongoing basis through self-assessment procedures and reviews.

The Board of Directors of the Company shall have the power to modify, amend or replace this Policy in part or full as may be thought fit from time to time in their absolute discretion as far as it is not in contravention with the provisions of the Applicable Law.

In the event of any conflict between the provisions of the Listing Regulation / Companies Act, 2013, or in case of any omission of any of the provisions of the Listing Regulation / Companies Act, 2013, the provisions of the Listing Regulation / Companies Act, 2013, as amended shall prevail or be applicable, as the case may be.

Any other term not defined herein shall have the same meaning as defined in the Companies Act, 2013, the Listing Regulations or any other applicable law or regulation to the extent applicable to the Company.

***Effective from: September 27, 2019***  
***Last amended on: February 13, 2025***

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